

Individual Station Report

Cos Cob

U R B I T R A N **R** E P O R T

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Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

July 2003

Customer Opinion Survey

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation
Submitted by
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Cos Cob

Survey distribution was also fairly high at the Cos Cob station; 400 surveys were distributed and 93 were returned for a 23% response rate. Ninety-five percent of survey respondents traveled by train on a daily basis followed by 3% at least once a week and 2% at least once a month. Similarly, 97% commuted to work or school, while the remaining 3% traveled for business purposes apart from their daily commute. Most customers traveled during the peak periods (94%), although the 6% that traveled outside of peak periods was slightly higher than other stations where no survey respondents traveled for recreational purposes.

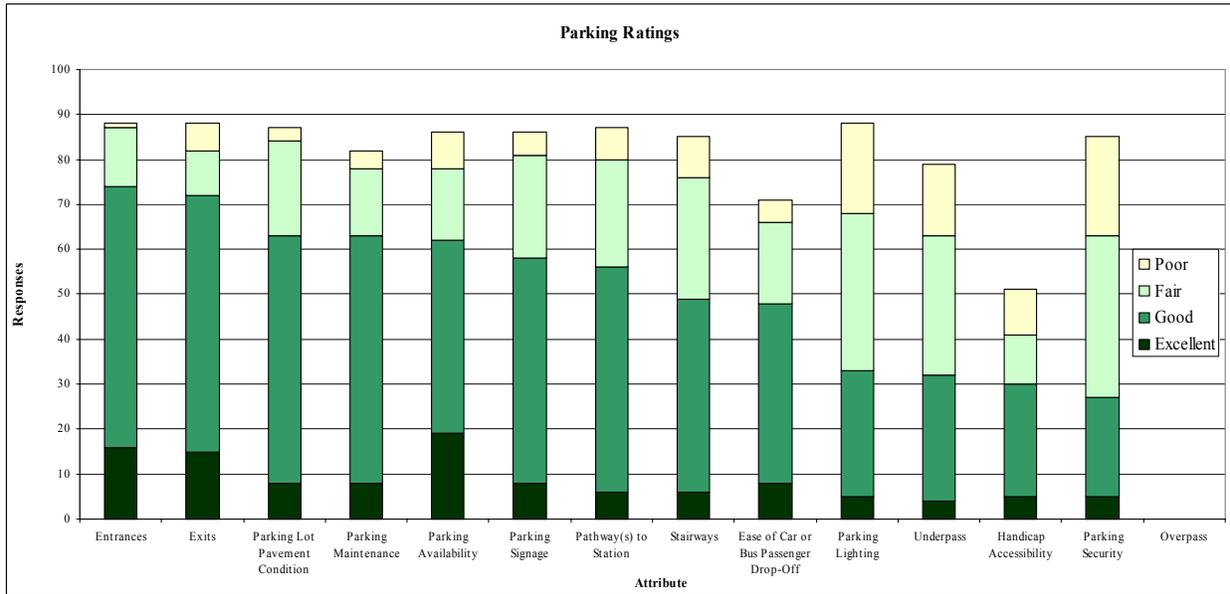
All but two respondents indicated whether or not they held a parking permit, and of those who answered, 84% did hold a permit. Eleven survey respondents were on a permit waiting list at the time of the survey. Over two-thirds of customers surveyed at Cos Cob were male, the vast majority were between the ages of 25 and 64, and incomes were once again high. Eighty-two percent of respondents reported incomes over \$100,000.

Customer ratings for the various station elements included in the survey were as a whole more negative. In fact, for 33 of the 39 station elements surveyed, customers responded with combined 'fair' and 'poor' ratings of at least 25%. For thirteen of these, the combined 'fair' and 'poor' responses exceeded 50%.

Among the parking elements, all but 3 were rated 'fair' or 'poor' by over 25% of respondents. The 3 highest ranked parking categories were entrances, exits, and parking maintenance. Entrances received 84% positive ratings, the highest rated element. The lowest marks were given to parking lighting, security, and the underpass, indicating a clear concern about overall safety

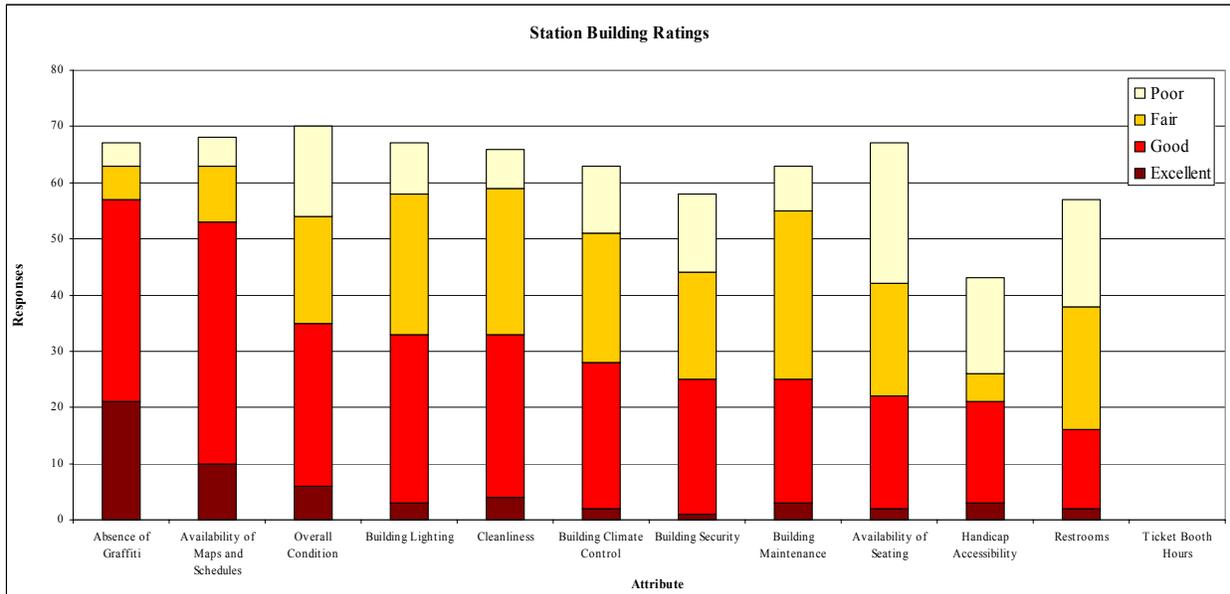
conditions at the station. These 3 elements were the only ones with a majority of negative ratings. Sixty-eight percent of respondents were dissatisfied with parking security, the lowest rated element. Cos Cob does not have an overpass. Figure 178 shows how Cos Cob respondents rated parking elements.

Figure 178: Cos Cob Station Parking Ratings



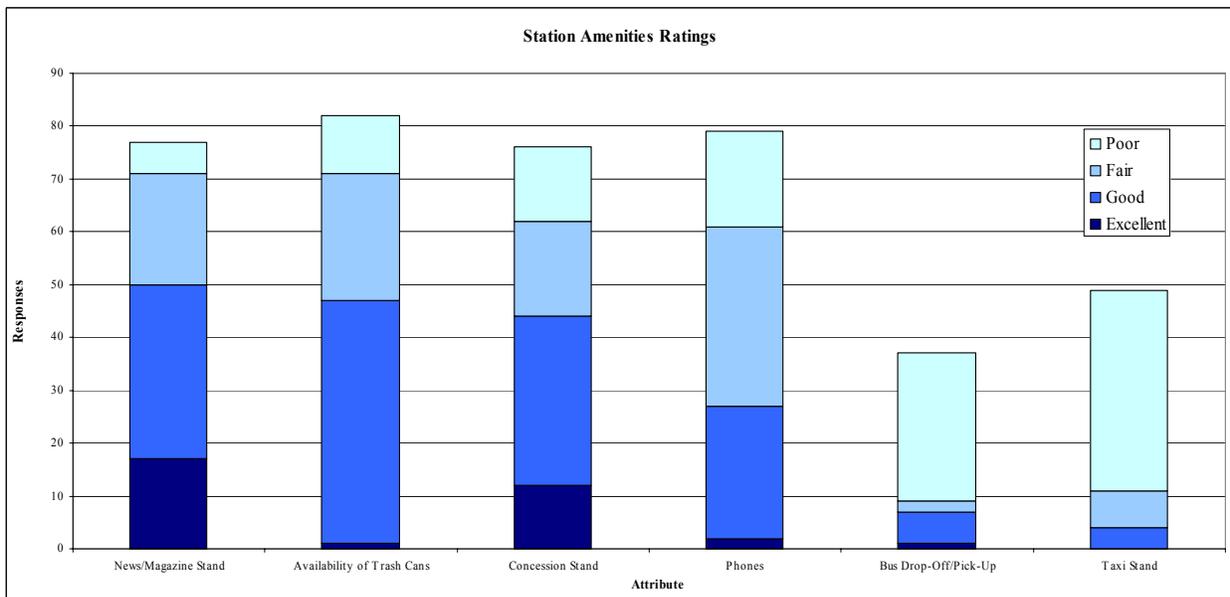
Concerning the station building, 9 of the 11 surveyed aspects were rated ‘fair’ or ‘poor’ by at least 25% of respondents. Seven of these aspects received a majority of fair/poor ratings. These poorly rated elements included building climate control, building security, restrooms, building maintenance, and availability of seating. The lowest ranked of these was restrooms, with 39% of respondents giving a ‘fair’ rating and 33% indicating ‘poor’ conditions. Predominantly favorable marks were given to the absence of graffiti and the availability of maps and schedules, making them the highest rated building elements. As with most stations (not Riverside), absence of graffiti was the highest rated condition with 85% positive marks. Figure 179 displays the station building ratings in Cos Cob. Half of Cos Cob respondents were pleased with the overall condition of the station building. Cos Cob does not have a ticket office.

Figure 179: Cos Cob Station Building Ratings



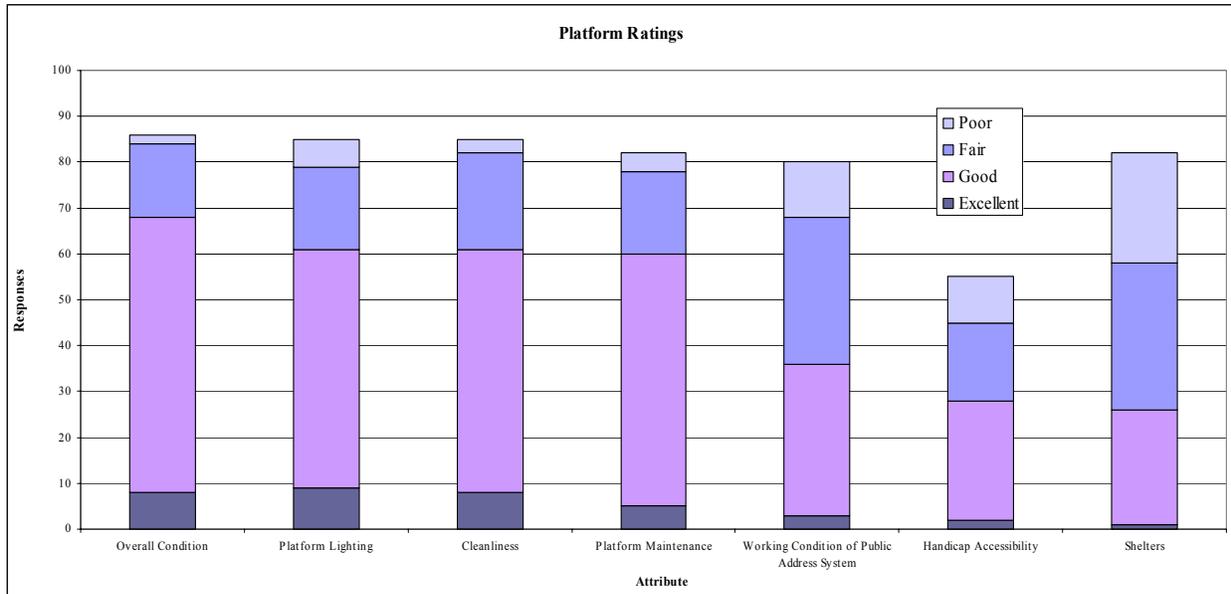
Station amenities were rated lowest overall among the various station elements. Figure 180 shows how respondents felt about the condition of the amenities in Cos Cob. All six aspects surveyed received at least 25% ‘fair’ or ‘poor’ ratings, while three of the six (phones, taxi stand, bus drop-off/pick-up) received combined ‘fair’ and ‘poor’ scores exceeding 50%. The taxi stand and bus drop-off/pick-up received the highest percentages of poor ratings (92% and 81%, respectively). The news/magazine stand was the highest rated amenity but still only received 65% favorable ratings.

Figure 180: Cos Cob Station Amenities Ratings



The station platform at Cos Cob was rated better overall, yet still received notable percentages of ‘fair’ and ‘poor’ ratings. Specifically, the shelters and public address system were rated ‘fair’ or ‘poor’ by over half of survey respondents. Figure 181 shows the platform ratings in Cos Cob. As was the case at many stations, platform shelters were the lowest rated platform element. Sixty-eight percent of respondents rated shelters negatively. The highest rated platform condition was actually the overall platform condition with 79% positive marks.

Figure 181: Cos Cob Station Platform Ratings



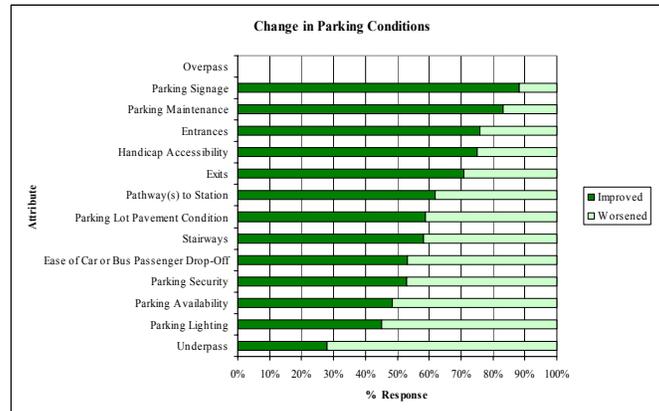
When looking at the results of this survey and the results of the most recent Metro-North survey, only 2 elements were even close to comparable. Seventy-four percent of Metro-North respondents were pleased with parking availability in Cos Cob as compared to 72% of respondents to this survey. The cleanliness of the platform also yielded reasonably similar results: 72% from this survey and 65% from Metro-North. The discrepancies were much higher for the 4 other elements. Metro-North respondents rated 3 of the remaining 4 elements higher than respondents to this survey. For the overall station condition, 73% of Metro-North were pleased but only 50% of respondents to this survey were satisfied. The discrepancy was almost the same for the station cleanliness element: 70% versus 50%. With regard to the public address system, 59% of Metro-North respondents indicated satisfaction, but only 45% of respondents to this survey indicated the same. The only comparable element where respondents to this survey (79%) rated an element higher than Metro-North respondents (65%) was platform condition.

Change

Change ratings in Cos Cob were similar to the ratings of the current situation. Fourteen elements had a majority of respondents who thought that the condition had worsened in the previous 2 years.

Figure 182 outlines how Cos Cob respondents perceived recent change in station elements. Three parking elements were rated as ‘worsened’ by a majority of respondents. Parking availability, lighting and underpasses were the 3 least improved elements. Seventy-two percent of respondents said that the condition of the underpasses had worsened, making it the least improved element. At the other end, 2 elements were thought to have improved by 80% or more respondents. Parking maintenance (83% improvement) and parking signage (88% improvement) were the most improved parking elements. Cos Cob does not have an overpass.

Figure 182: Cos Cob Station Change in Parking Conditions



Station building change ratings were lower than parking change ratings in Cos Cob. Seventy percent of respondents thought that the overall condition of the station had improved over the previous 2 years. Figure 183 shows the building change ratings for Cos Cob. The overall condition element was the most improved building element. Handicap accessibility was also thought to have improved by 64% of respondents. At the other end, 7 elements were perceived as ‘worsened’ by a majority of respondents. The least improved building element was lighting with only 37% improvement ratings. Cos Cob does not have a ticket office.

Figure 183: Cos Cob Station Change in Building Conditions

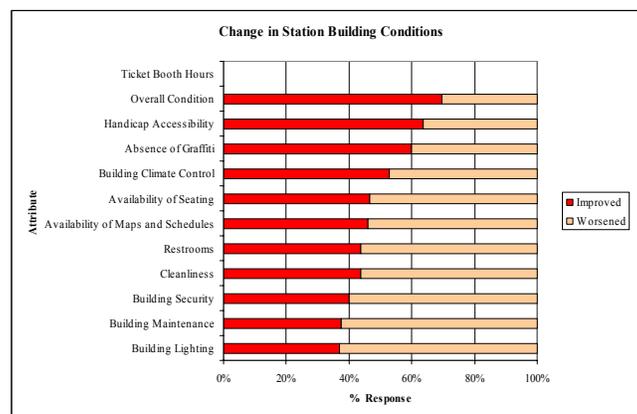
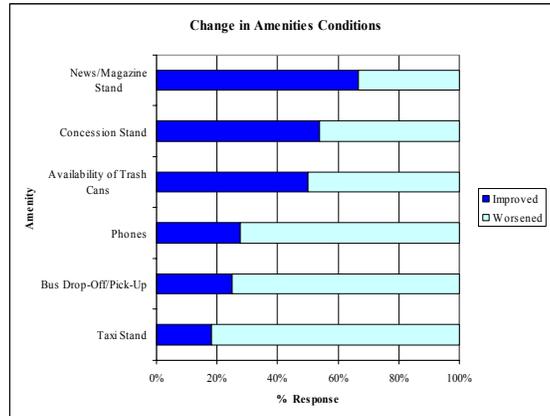


Figure 184 describes the perceived trend in amenities conditions in Cos Cob. Amenities were the lowest rated elements in terms of change ratings (and current situation ratings) in Cos Cob. Half

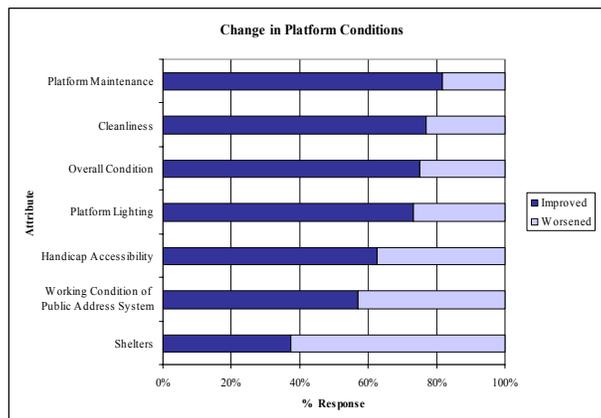
of the amenities were thought to have worsened by a majority of respondents. The taxi stand was the least improved amenity. Eighty-two percent of respondents considered the taxi stand to have worsened. The most improved amenity only received 67% improvement ratings. News/magazine stands were the most improved amenities. Surprisingly, the availability of trash containers was only thought to have improved by half of the respondents. Many stations rated the trash containers as the most improved amenity.

Figure 184: Cos Cob Station Change in Amenities Conditions



Cos Cob respondents were happier with platform element improvement over the past 2 years than they were with the current platform situation. Figure 185 lists the platform change ratings for Cos Cob. As with many other stations, shelters were the least improved platform element. Sixty-two percent of respondents thought that shelters had worsened. Three-quarters of respondents thought that the overall platform condition had improved. The most improved platform element was maintenance with 82% improvement ratings.

Figure 185: Cos Cob Station Change in Platform Conditions



When looking at the change ratings of all of the elements, it seems that the elements in most need of attention were those that had 60% or more respondents rate them as having worsened in the previous 2 years. Elements with 40% or lower improvement ratings were: underpasses,

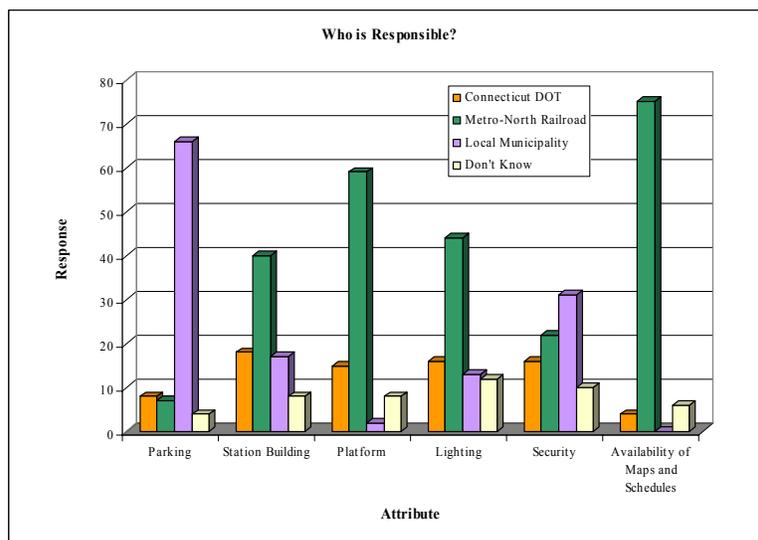
building security, building maintenance, building lighting, phones, bus drop-off/pick-up, taxi stand and platform shelters.

Responsible Agencies

Similar to many other stations, Cos Cob respondents were mostly convinced that Metro-North had responsibility for the majority of the station conditions in question. Figure 186 graphs how Cos Cob respondents view the responsibility structure at the station. The following results were obtained:

- More than three-quarters (78%) of respondents thought that the local municipality was responsible for parking in Cos Cob.
- Forty-eight percent of respondents thought that Metro-North was in charge of the station building. An additional 22% thought that Connecticut DOT had responsibility for the building and 20% thought that it was the local municipality.
- Seventy percent of respondents said that they thought Metro-North was responsible for the platform. Another 18% of respondents thought that Connecticut DOT was in charge of the platform.
- The majority of respondents (52%) said they thought it was the responsibility of Metro-North to maintain lighting. Nineteen percent thought the responsibility fell with Connecticut DOT and 15% thought it fell with the local municipality.
- Responsibility for security was split pretty well between the 3 possible agencies. The highest percentage of respondents (39%) thought that the local municipality has responsible for security. Twenty-eight percent of respondents thought security was the responsibility of Metro-North as did 20% for Connecticut DOT.
- Consistent with other stations, the vast majority (88%) of respondents felt that it was Metro-North’s responsibility to keep up with map and schedule availability.

Figure 186: Cos Cob Station – Responsible Agencies



Written-In Customer Comments

Lighting was enough of a concern in Cos Cob to warrant written-in comments in addition to the ratings. Nineteen percent of respondents noted that improvement to lighting was necessary. Ten percent of respondents wrote in overall good comments. Eight percent of respondents were concerned each with the slow speed of the construction project and the number of trains/cars available. Several other comments were written-in by 3 or fewer people. Table 19 lists every customer comment written-in at Cos Cob.

Table 19: Cos Cob Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
10	Lighting needs improvement	10	19.2%
49	Overall good comments	5	9.6%
19	Construction project very slow	4	7.7%
65	More trains (cars) needed	4	7.7%
18	Need more parking areas	3	5.8%
44	Parking too expensive	3	5.8%
12	Could use benches & protected shelters from rain/snow with heat/air	2	3.8%
20	Better pathways to train platform	2	3.8%
27	Trash cans needed	2	3.8%
33	Need security at parking areas	2	3.8%
41	Information for parking permits made available	2	3.8%
86	Bike racks needed	2	3.8%
1	Another over/underpass needed	1	1.9%
3	Generally satisfied	1	1.9%
7	Long wait on parking list	1	1.9%
8	Entrances/Exits very difficult	1	1.9%
11	Desperately need another station	1	1.9%
32	Many parking permit spaces empty	1	1.9%
50	Parking stripes need to be painted on	1	1.9%
66	Lot needs to be paved	1	1.9%
68	Cleaner restrooms on trains and in stations	1	1.9%
74	Dangerous crossover	1	1.9%
87	Parking meters not working properly	1	1.9%
	<i>Total Comments</i>	52	100.0%

Parking Inventory and Utilization

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

Cos Cob

The Cos Cob Rail Station has 567 rail commuter parking spaces spread over four lots. The majority of the spaces are designated as permit parking (510 spaces). The only location for daily parking is in Lot 1 which accommodates 54 daily commuters. Three spaces are designated as handicap and are found in Lots 3 (1 space) and 4 (2 spaces).

Lots 1a and 1c were at capacity. Lots 2 and 3 exceeded 80% usage. Parking locations further from the station proper area showed lower utilization. Lot 1, the furthest from the station, off Strickland Road, was slightly more than half (51.9%) full. Lot 1b was only three-quarters full. Lot 4, off Loughlin Avenue, was slightly higher than three-quarters full (77.6%).

Table 20 shows the parking capacity and utilization in detail.

Parking Area Ownership

The City of Greenwich owns Lots 1 and 1b. All of the other lots are owned by the State of Connecticut. The State owns 63.7% of the commuter parking at the Cos Cob Station. Figure 20 displays the parking lot locations and ownership pattern.

Fee Structure

Parking fees for the Cos Cob Station include an annual permit fee of \$200 and a \$5.00 daily fee. A permit waiting list of 24 people currently exists at the Cos Cob Station, but it is anticipated that the list will be eradicated by the end of 2002. Nine hundred and ninety permits are issued annually for the 510 available permit parking spaces at the Cos Cob Station, an over-sale ratio of 94.1%

Table 20: Cos Cob Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
Lot 1				
Permit	0	0	N/A	municipality
Daily	54	28	51.9%	
Handicap	0	0	N/A	
Total Lot 1	54	28	51.9%	
Lot 1a				
Permit	37	37	100.0%	state
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 1a	37	37	100.0%	
Lot 1b				
Permit	152	114	75.0%	municipality
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 1b	152	114	75.0%	
Lot 1c				
Permit	9	9	100.0%	state
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 1c	9	9	100.0%	
Lot 2				
Permit	52	46	88.5%	state
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 2	52	46	88.5%	
Lot 3				
Permit	128	107	83.6%	state
Daily	0	0	N/A	
Handicap	1	1	100.0%	
Total Lot 3	129	108	83.7%	
Lot 4				
Permit	132	104	78.8%	state
Daily	0	0	N/A	
Handicap	2	0	0.0%	
Total Lot 4	134	104	77.6%	
Permit	510	417	81.8%	<i>state</i>
Daily	54	28	51.9%	361
Handicap	3	1	33.3%	<i>municipality</i>
TOTAL PARKING	567	446	78.7%	206

Figure 20: Cos Cob Rail Station Parking Map



Station Condition Inspection

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

CONNECTICUT
DEPARTMENT
OF
TRANSPORTATION



CONDITION INSPECTION
FOR THE
COS COB STATION

GENERAL RECOMMENDATION 3

**CONN. DEPT OF TRANSPORTATION
STATION INSPECTION**

INSPECTION RATING SCALE

The following rating scale is used for inspections:

- 1- Totally deteriorated, or in failed condition.
- 2- Serious deterioration, or not functioning as originally designed.
- 3- Minor deterioration, but functioning as originally designed.
- 4- New condition. No deterioration.
- 5- Not applicable.
- 6- Condition and/or existence unknown.

STATION: Cos Cob
LINE: New Haven
INSPECTION DATE: 2/10/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Cloudy, rain, 30's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 64

PARKING ELEMENTS

QUADRANT # I

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 2

CURB: 2

QUADRANT # II

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB : 3

STATION: Cos Cob
LINE: New Haven
INSPECTION DATE: 2/10/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Cloudy, rain, 30's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 5 OF 64

PARKING ELEMENTS

QUADRANT # III

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB: 2

QUADRANT # IV

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB : 3

STATION: Cos Cob

CONN. DEPT OF TRANSPORTATION

LINE: New Haven

STATION INSPECTION REPORT

INSPECTION DATE: 2/10/02

SHEET 6 OF 64

INSPECTION AGENCY / FIRM: UA

INSPECTORS: RGW

WEATHER: Cloudy, rain, 30's

PARKING ELEMENTS

QUADRANT # V

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 2

CURB: 2

QUADRANT # VI

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: _____
3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 3

CURB : 2

STATION: Cos Cob
LINE: New Haven
INSPECTION DATE: 2/10/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Cloudy, rain, 30's

CONN. DEPT OF TRANSPORTATION
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PARKING ELEMENTS

QUADRANT # VII

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 3

CURB: 2

QUADRANT # VIII

TYPE OF SURFACE: asphalt x PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 5

CURB : 2

STATION: Cos Cob
LINE: New Haven
INSPECTION DATE: 2/10/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Cloudy, rain, 30's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
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PARKING ELEMENTS

QUADRANT # IX

TYPE OF SURFACE: asphalt x PAVED; GRAVEL; DIRT;
OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET:)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

STATION: Cos Cob
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
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PLATFORM --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	n/a	Underground	X
Rating of Main Breaker (A)	see summary	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	no number parking lot	Wire Sizes	unknown		

Remarks: _____

PLATFORM --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	unknown	unknown	unknown	unknown	unknown	unknown
Main Disconnect Switch	n/a	n/a	n/a	n/a	n/a	n/a
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	1	platform	20/ 20	totally deteriorated
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	electrical room	15/ 20	minor deterioration
Public Telephone	unknown	n/a	1	platform	n/a	abandoned
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: _____

STATION: Cos Cob

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 11 OF 64

INSPECTORS: Jim Connel & Dave Lang

DATE: January 9, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

The southbound platform is served from the station building. We were unable to gain access to the northbound platform because it is a locked enclosure. However, the enclosure appears to adequately serving the present needs of the platform.

There are several GFCI receptacles located on the platforms, but there are also a few non-GFCI receptacles. These non-GFCI receptacles are missing their covers and should be considered a public safety hazard. GFCI receptacles with new covers should replace the existing non-GFCI receptacles that do not meet the NEC requirements.

The platform light poles are relatively new with minor deterioration. However, a few of the light pole bases and the conduits associated with them have moderate corrosion. The heavy salting of the station platform during winter months may be the cause of this premature corrosion condition. The integrity of the conduits is questionable and, since they are older than and have more corrosion than the pole bases, they should be replaced in the near future. Although currently functioning, the pole bases may prematurely fail within five to ten years if conditions remain the same.

All the platform canopy light fixtures are missing their lenses. This exposes the fixtures to conditions unexpected by the manufacturer and will lead to premature failure. Considering the exposure to the elements and the apparent age of the canopy fixtures, we recommend replacement.

The platform maintains an average of 10.5 foot-candles, which exceeds the minimum light levels as recommended by the IESNA.

STATION: Cos Cob
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear & Cool

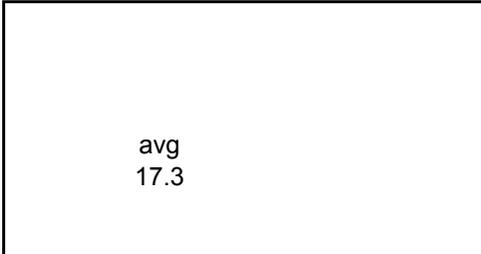
CONN. DEPT OF TRANSPORTATION
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STATION BUILDING --- LIGHTING

Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
incandescent pendant	unknown	unknown	3	3	2/ 20	minor deterioration
4 ft fluorescent	unknown	unknown	4	4	10/ 20	new condition
Exit	unknown	unknown	4	4	2/ 20	new condition
Emergency Egress	unknown	unknown	4	4	2/ 20	new condition

Remarks: A typical section of the waiting room was measured and found to average 17.3 fc.

STATION BUILDING --- LIGHTING LEVELS (fc)

ROOM DESC:	A	B	C	D
1	<div style="text-align: center;">  <p>avg 17.3</p> </div>			
2				
3				
4				

ROOM DESC:	A	B	C	D
1				
2				
3				
4				

ROOM DESC:	A	B	C	D
1				
2				
3				
4				

ROOM DESC:	A	B	C	D
1				
2				
3				
4				

STATION: Cos Cob
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
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STATION BUILDING --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	X	Underground	n/a
Rating of Main Breaker (A)	225	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	CL&P 65597 Loughlin St	Wire Sizes	unknown		

Remarks: _____

STATION BUILDING --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	Square D	QBL34235	3	electrical room	15/ 20	minor deterioration
Main Disconnect Switch	Square D	NOQB	3	electrical room	15/ 20	minor deterioration
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	4	throughout	2/ 20	new condition
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	throughout	15/ 20	minor deterioration
Public Telephone	unknown	n/a	n/a	adjacent to the building	n/a	operational
Station Telephone	unknown	n/a	n/a	ticket booth	n/a	operational

Remarks: _____

STATION: Cos Cob
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear & Cool

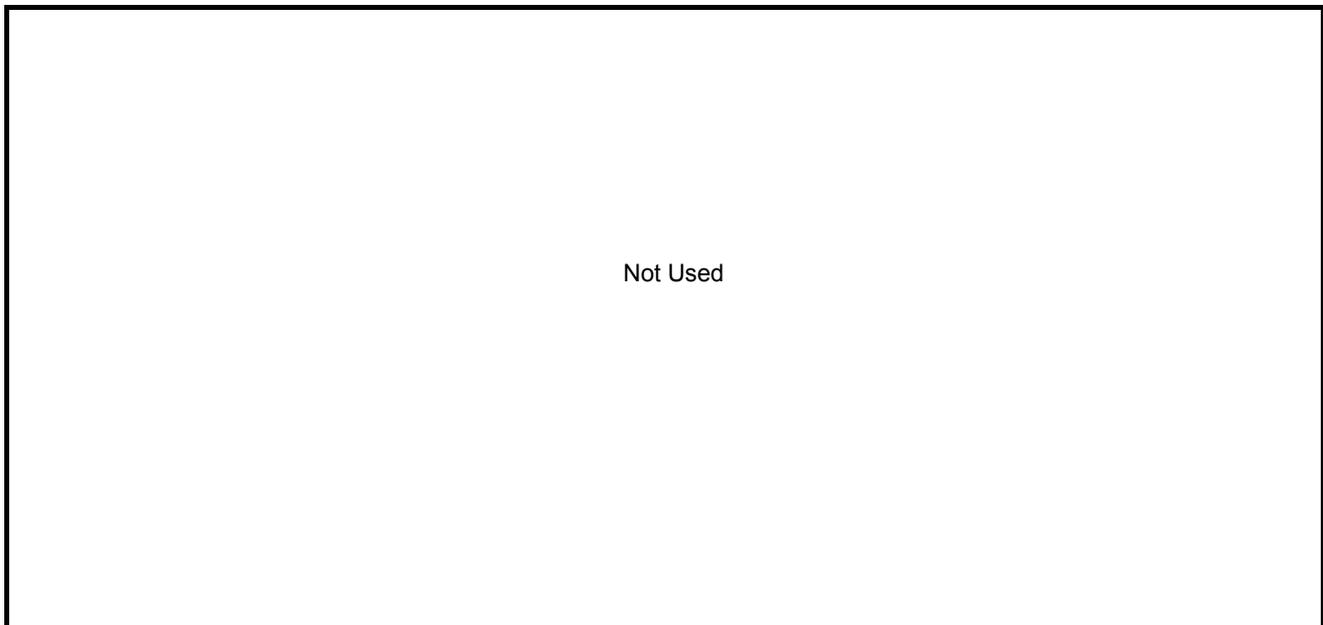
CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 14 OF 64

STATION BUILDING --- FIRE ALARM SYSTEM

Fire Alarm Device	Manufacturer	Model Number	Rating	Quantity	Location	Estimated Age/Life(y/y)	Visual Condition
Fire Alarm Control Panel	Notifier	SFP-400B	4	1	electrical room	2/ 20	new condition
Heat Detector	unknown	unknown	4	2	bath rooms	2/ 20	new condition
Smoke Detector	unknown	unknown	4	2	waiting room	2/ 20	new condition
Pull Station	unknown	unknown	4	1	waiting room	2/ 20	new condition
Annunciator	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Audio/Visual Device	unknown	unknown	4	1	waiting room	2/ 20	new condition

Remarks: There is no fire detection device in the electrical room.

STATION BUILDING --- SKETCHES



STATION: Cos Cob

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 15 OF 64

INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

STATION BUILDING --- ELECTRICAL AND LIGHTING SUMMARY

The electrical power panels in the building are adequately serving the space. These power panels were installed several years before the station was remodeled and have minor deterioration.

The waiting room maintains an average of 17.3 foot-candles, which exceeds the minimum light levels as recommended by the IESNA. Exit and emergency lighting are operational and meet the requirements of NFPA 101.

There is an active fire alarm system throughout the building except there is no fire detection device in the electrical room. Fire detection devices are not required to be installed in existing spaces but installing them is good practice. Under the current scope of inspection, we do not have any recommendations for the fire alarm system.

The remodeled section of the building has new electrical, lighting, and fire alarm components. It is well maintained and should suffice for the near future.

STATION: Cos Cob

LINE: New Haven

INSPECTION DATE : January 9, 2002

INSPECTION AGENCY / FIRM: Parsons Brinckerhoff

INSPECTORS: J. Duncan & T. Abrahamson

TIME OF INSPECTION: A.M.

WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION

STATION INSPECTION REPORT

SHEET 16 OF 64

BUILDING -- HVAC - Fire Protection- Cafeteria/Waiting Area

BOILER: N/A

Make: Rheem, Capacity 30 gal.

Serial RH-100-122-7431

Model 68V 30 SA

WATER HEATER: 2000 W Lower Coil, Good Repair

FUEL TYPE: Electric

Trane XE-90

Model TXC0364HPCO

Serial 2362TP756

HEATING/ AC UNIT: Installation 9/2001, Good Repair

Gas supply, propane from est. 200 gal. cylinders (2)

FUEL TYPE: Installed Feb 96 - Outdoors

HEATING FILTER: unknown

AC FILTER: unknown

Air return above storage door. Air transfer

grille missing. Air diffusers with damper in

DUCTS: neck. Good Repair

Manual damper in the outdoor fresh air

OF DAMPERS: supply duct. Good Repair

CONDITION OF DAMPERS: unknown

THERMOSTATS: Thermostat Trane (manual setting)

NIGHT SET BACK: None

PUMPS: 1 Condenser Pump - Good Repair

STATION: Cos Cob
LINE: New Haven
INSPECTION DATE : January 9, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: A.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 17 OF 64

BUILDING -- HVAC - Fire Protection- Cafeteria/Waiting Area (Continued)

PIPING: Good Repair

In addition two baseboard heaters 1000 W each Model 100-40, one 4 ft long, one 8 ft long (2000W).

Air-Cooled Condenser Outdoors
Trane XE 1200
Model TTP 036 0100A0
Serial Z163X423F with Refrigerant HCFC 22 - Good Repair

In Attic
Exhaust fan for restrooms. No name plate.
Estimated 150 CFM

Duct in attic is insulated, Good Repair

Fire Protection

No sprinkler system

STATION: Cos Cob
LINE: New Haven
INSPECTION DATE : January 9, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: A.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 19 OF 64

BUILDING - PLUMBING - Cafeteria/Waiting Area

RESTROOM

PIPING: No Leaks
WATER PRESSURE: Normal
DRAINS: OK
FAUCET/FIXTURES:
* MODEL: Unknown
* YEAR: Unknown
* MANUFACTURER: Kohler
* CONDITION: Good Repair

Men's Room - Conforming to ADA

1 Toilet - Kohler - Good Repair
1 Lavatory - Good Repair
All Handicapped fixtures
All water conservation fixtures
All new in very good condition
Lavatory pipes Insulated
Exhaust fan working
No floor drain

KITCHEN

PIPING: No Leaks
WATER PRESSURE: Normal
DRAINS: OK
FAUCET/FIXTURES:
* MODEL: Stainless Steel Sink
* YEAR: Unknown
* MANUFACTURER: Unknown
* CONDITION: Good Condition

Fixtures and entire station recently remodeled and in excellent condition.

Women's Room - same arrangement, same conditions

EXTERIOR

SPRINKLER:
FACET/FIXTURES:
* MODEL: _____ N/A
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

1 gutter/downspout near post office box is broken and needs repair

STATION: Cos Cob

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 20 OF 64

INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 9, 2002

STATION – MECHANICAL SUMMARY

HVAC System

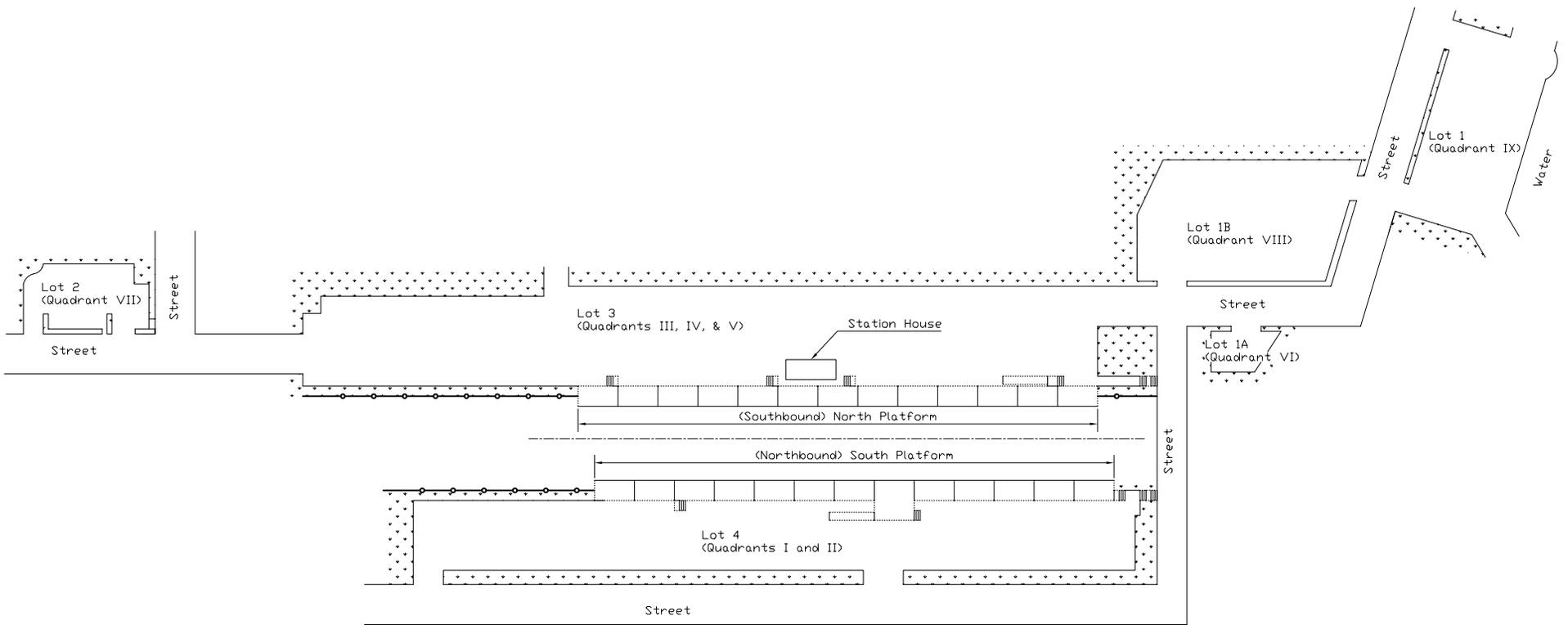
The HVAC system was recently remodeled and is equipped with new HVAC equipment. Ducts are in excellent condition and are appropriately insulated. The system is equipped for spring and fall operation (air relief when refrigeration is not operating and the system uses all outdoor air). Restrooms are separately ventilated (exhausted). One air return grille is missing above the door to the A/C unit location.

Plumbing

The plumbing system is in very good condition. The station was recently remodeled. Fixtures in the men's and women's rooms are handicapped and water conservation type. The restrooms are handicapped accessible and are in conformance with ADA regulations.

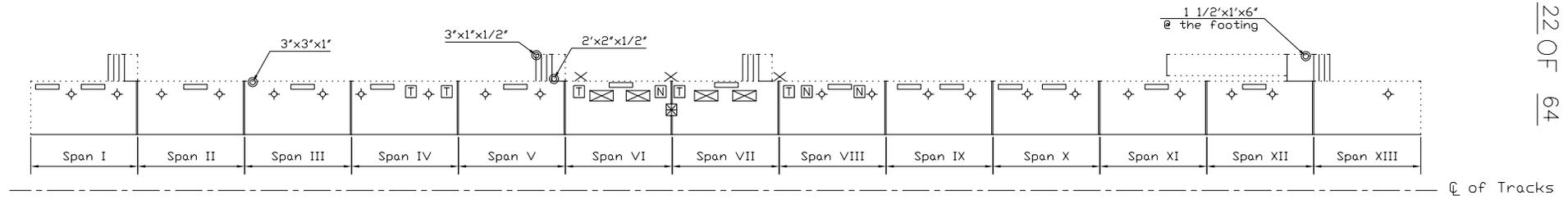
Storm Drainage

There is one building downspout near the post office box which needs repair. There is one broken platform downspout. All the other gutters and downspouts are in good repair.



- Legend:
- Fence
 - Pedestrian Rail
 - Grass

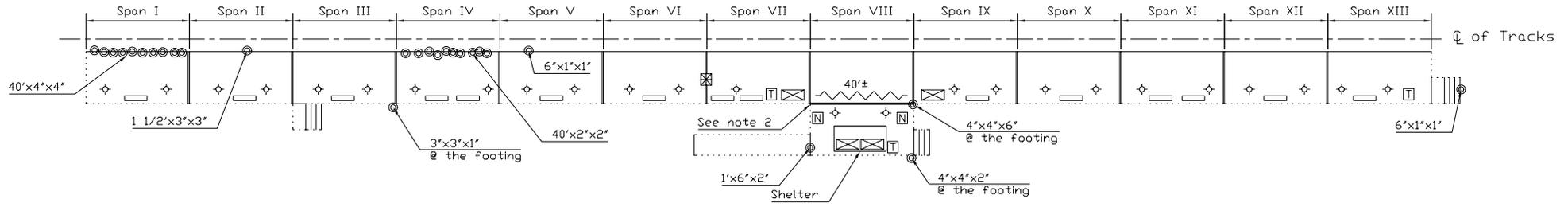
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station General Plan
Date: 2/10/02



(Southbound) North Platform

NOTES (North Platform):

1. The base plates for the double tee are rusted and deteriorated throughout the entire length of the platform.
2. The canopy in Spans VI–VIII is rusted.
3. The railing base plates are rusted and deteriorated throughout the entire length of the platform.



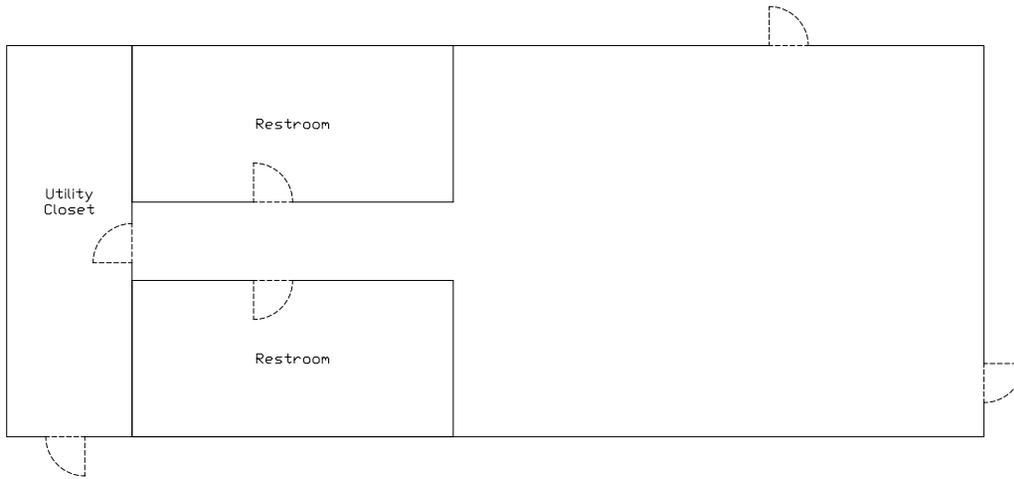
(Northbound) South Platform

NOTES (South Platform):

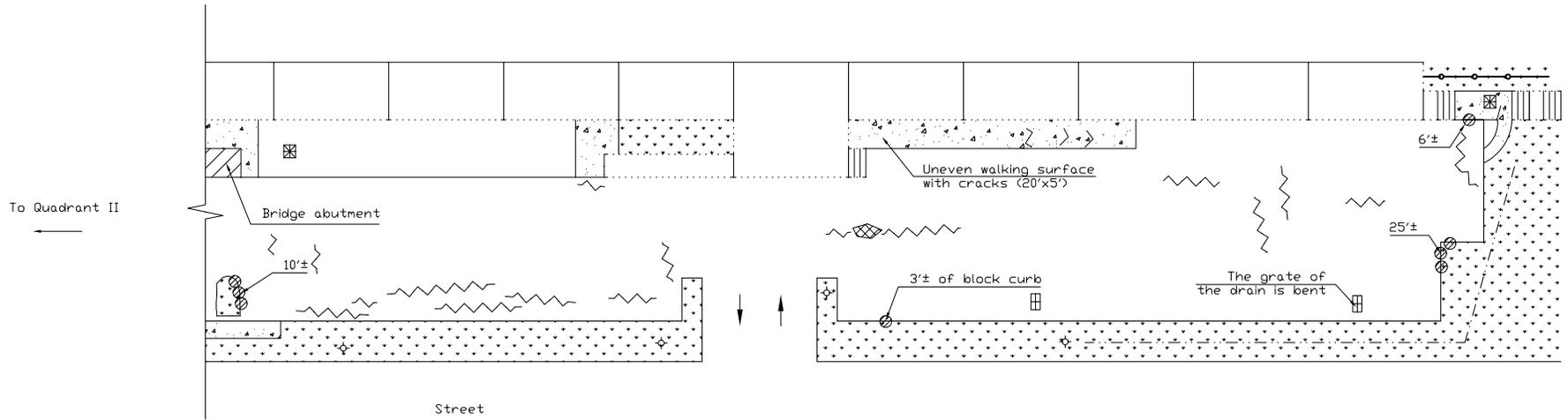
1. The base plates for the double tee are rusted and deteriorated throughout the entire length of the platform.
2. There is spalled concrete with exposed steel (2'x2'x2").
3. The railing base plates are rusted and deteriorated throughout the entire length of the platform.

- Legend:
- Pedestrian Rail
 - ~~~~~ Crack
 - ⊙ Spalled Concrete
 - ⋄ Light
 - × Canopy Column
 - ▭ Sign
 - ⊠ Bench
 - ⊞ Trash Receptacle
 - ⊞ Newspaper Dispenser
 - Joint
 - ⊠ Train Power Line Pole

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Platform Plans
Date: 2/10/02



Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Station House Plan
Date: 11/30/01



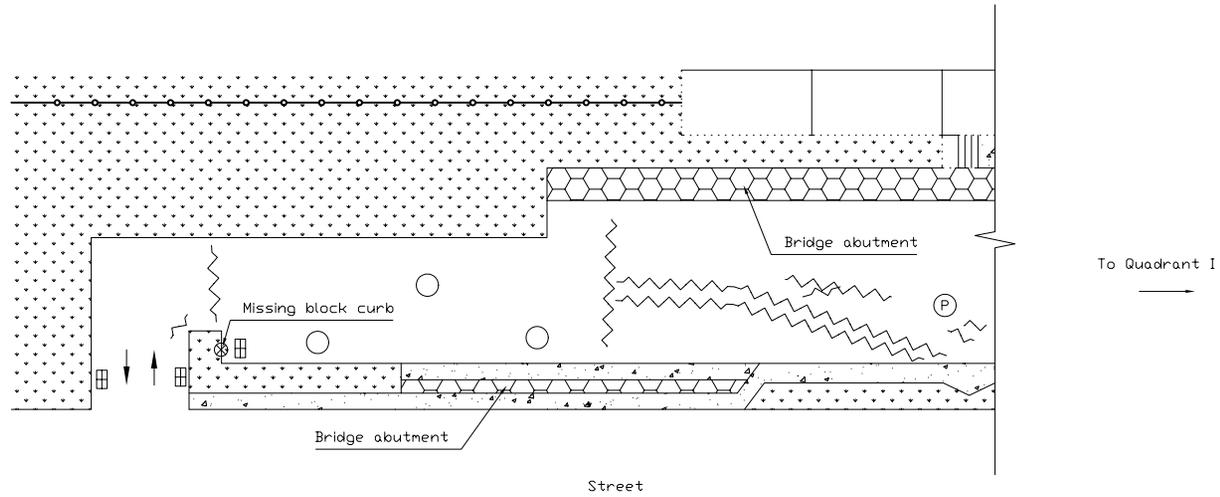
Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Map Cracking
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Pothole
- Cracked, Spalled, or Missing Curb
- Light
- Train Power Line Pole

NOTES:

1. The asphalt surface is cracked (300'±).

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Quadrant I (Lot 4) Plan
Date: 2/10/02



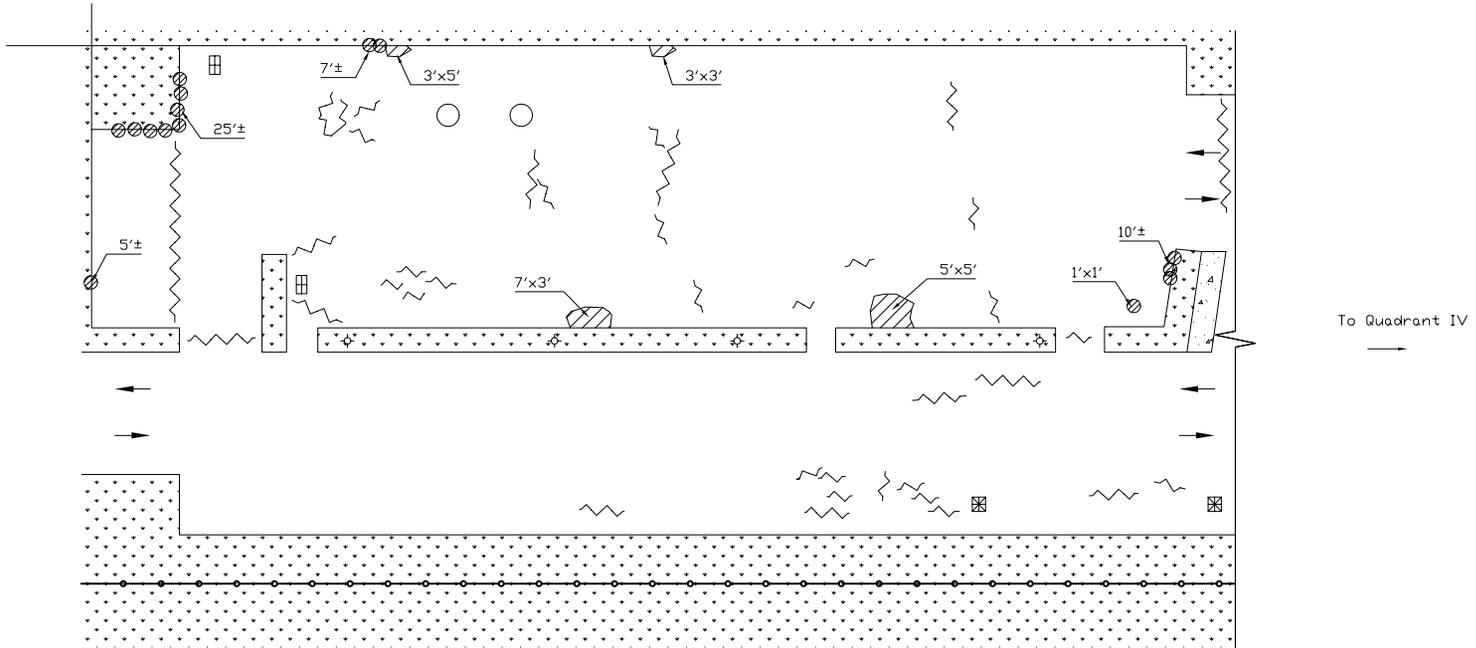
Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Ponding Water
- Pothole
- Cracked, Spalled, or Missing Curb
- Electric Pole
- Light
- Sign

NOTES:

1. The asphalt surface is cracked (300'±).

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Quadrant II (Lot 4) Plan
Date: 2/10/02



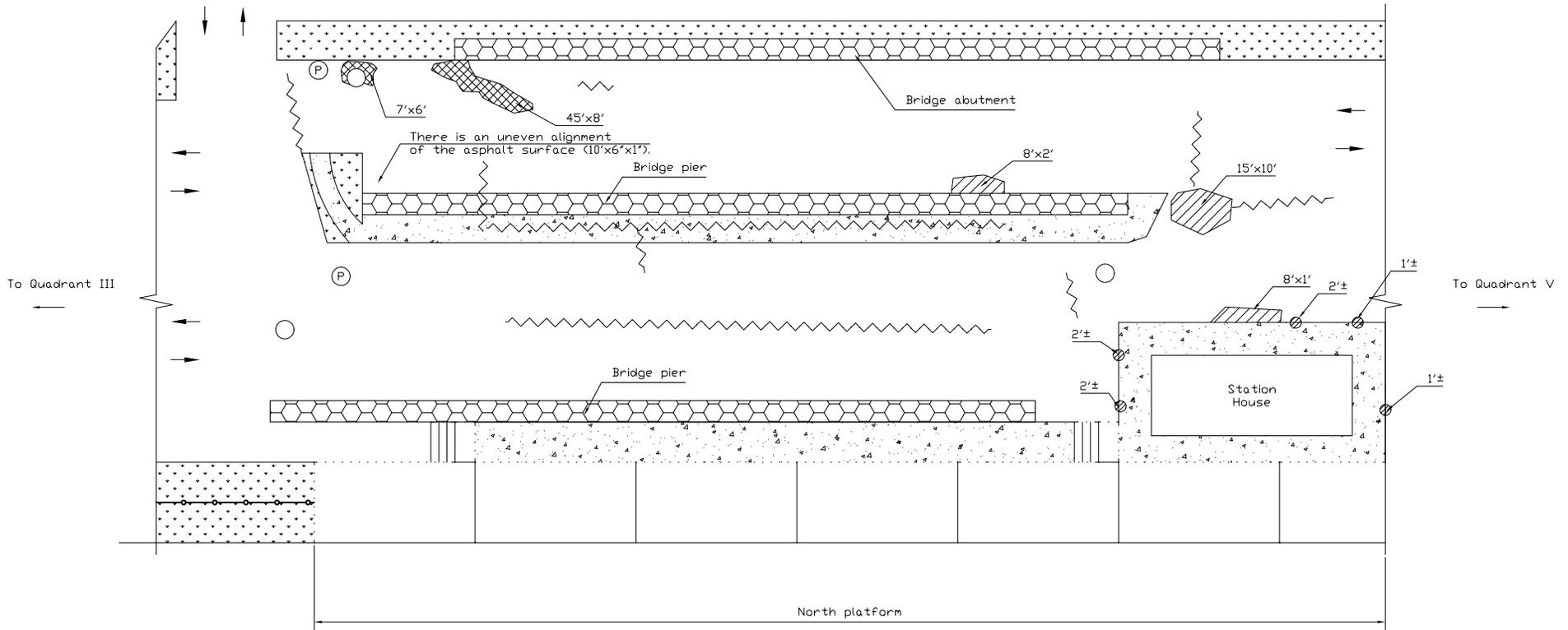
Legend:

- Fence
- Crack
- Map Cracking
- Uneven driving surface with cracks
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Pothole
- Cracked, Spalled, or Missing Curb
- Light
- Train power line pole

NOTES:

1. The asphalt surface is cracked 500'± in addition to the map cracking, and the uneven driving surface with cracks.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Quadrant III (Lot 3) Plan
Date: 2/10/02



- Legend:
- Fence
 - Guardrail
 - Pedestrian Rail
 - Crack
 - Map Cracking
 - Uneven driving surface with cracks
 - Grass
 - Sidewalk
 - Sanitary Manhole
 - Drain
 - Ponding Water
 - Pothole
 - Cracked, Spalled, or Missing Curb

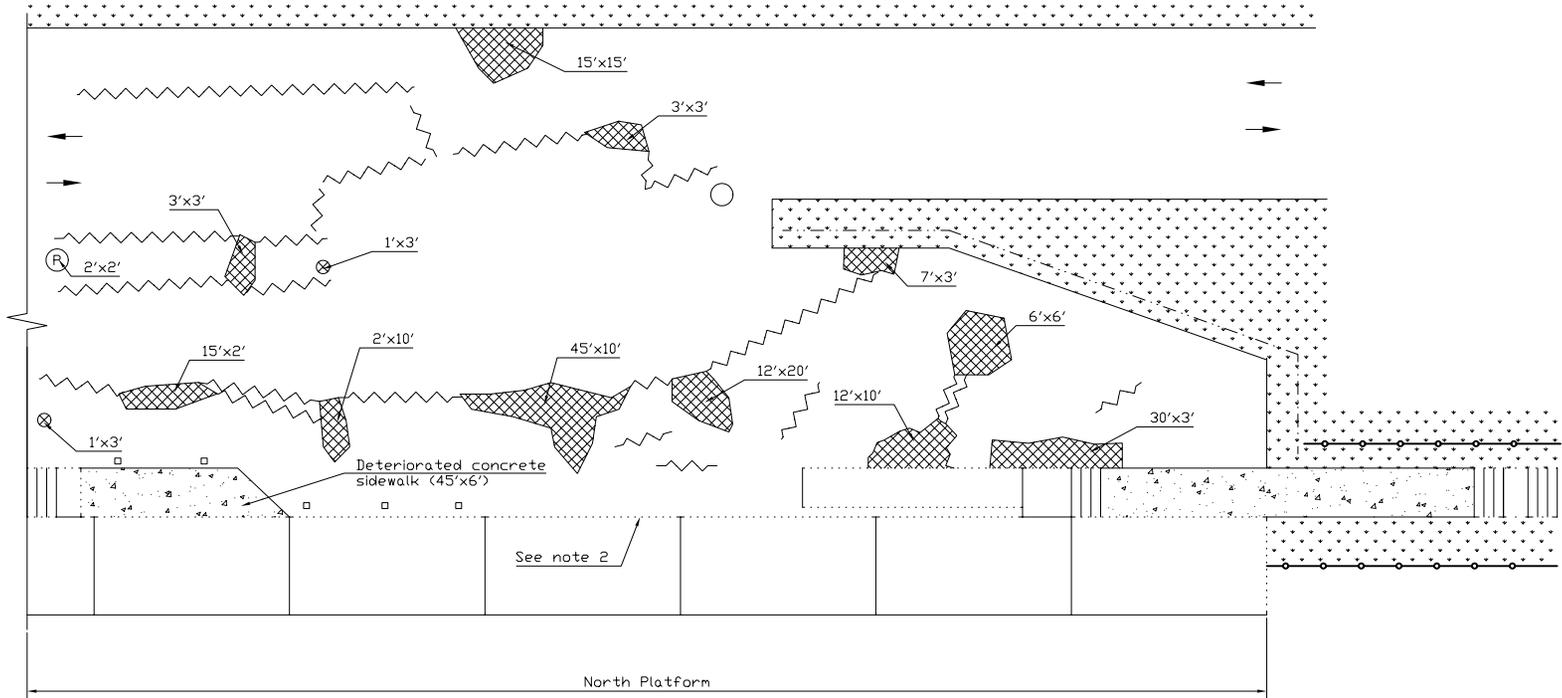
NOTES:

1. The asphalt surface is cracked 300'± in addition to the map cracking, and the uneven driving surface with cracks.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station
Quadrant IV (Lot 3) Plan
Date: 2/10/02



To Quadrant IV



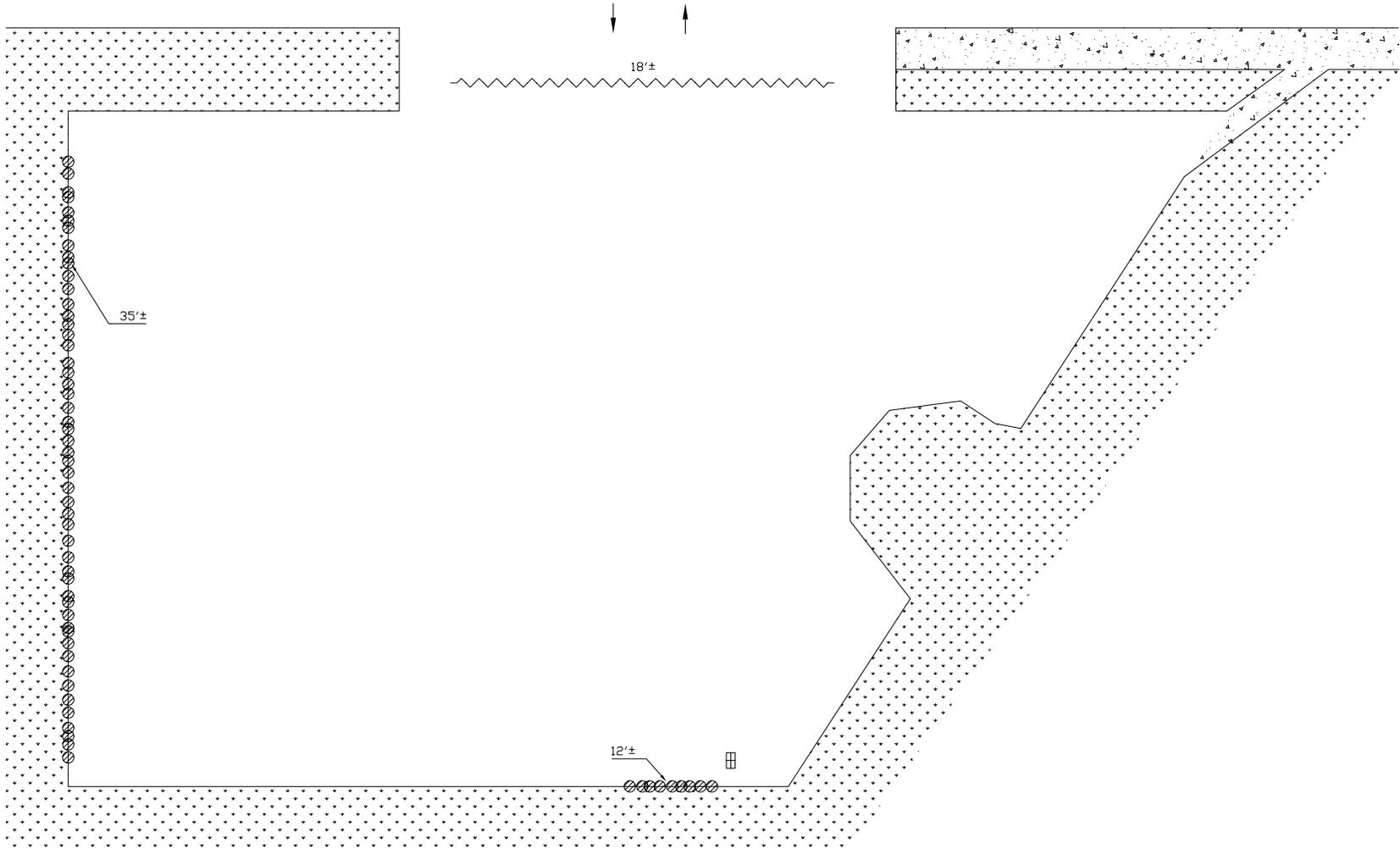
Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Map Cracking
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Ponding Water
- Pothole
- Cracked, Spalled, or Missing Curb
- Rusted metal pole

NOTES:

1. The asphalt surface is cracked 500'± in addition to the map cracking, and the uneven driving surface with cracks.
2. The concrete curb below the platform is spalled (240'±).

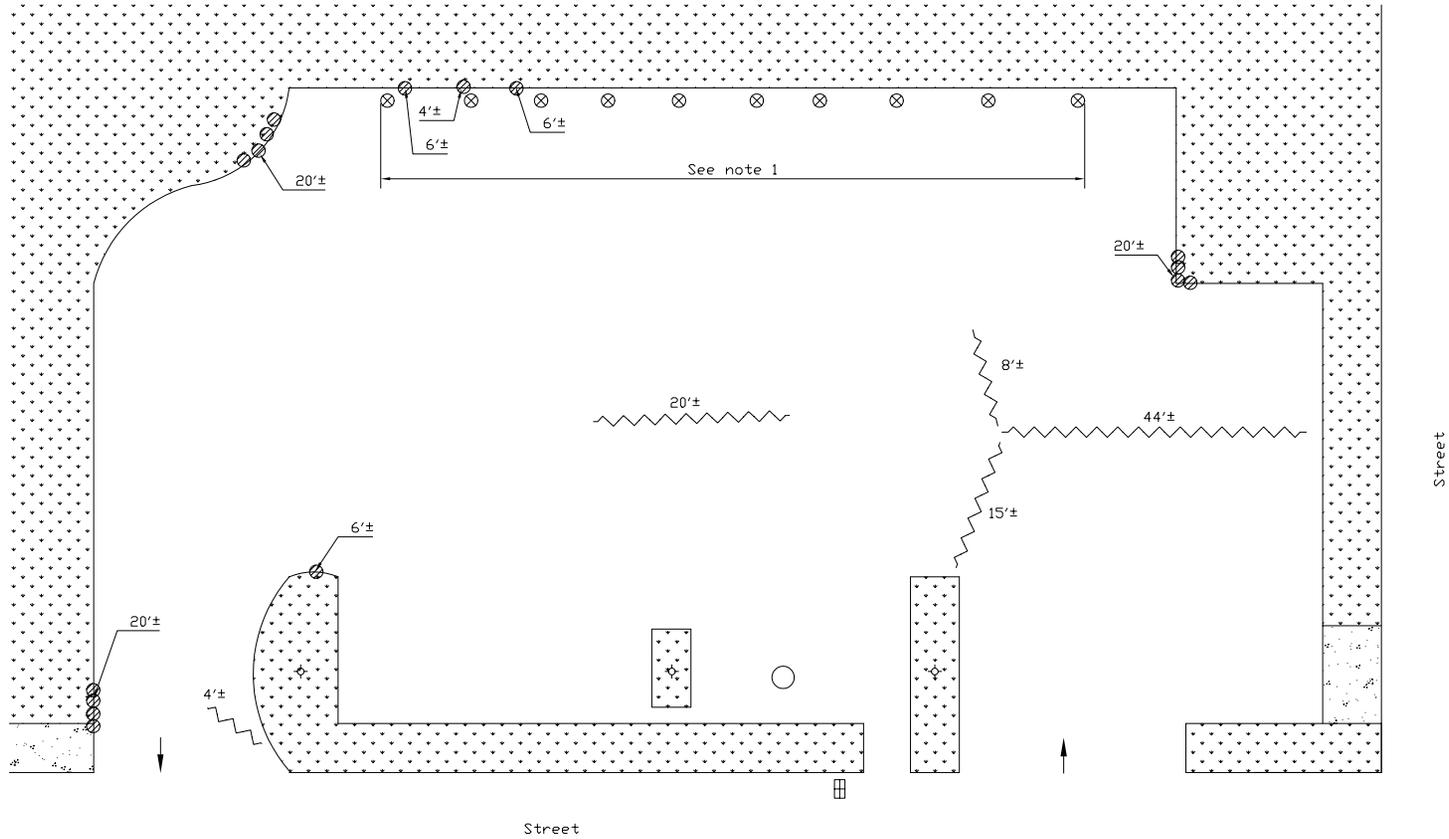
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Quadrant V (Lot 3) Plan
Date: 2/10/02



Legend:

-  Crack
-  Grass
-  Sidewalk
-  Drain
-  Cracked, Spalled, or Missing Curb

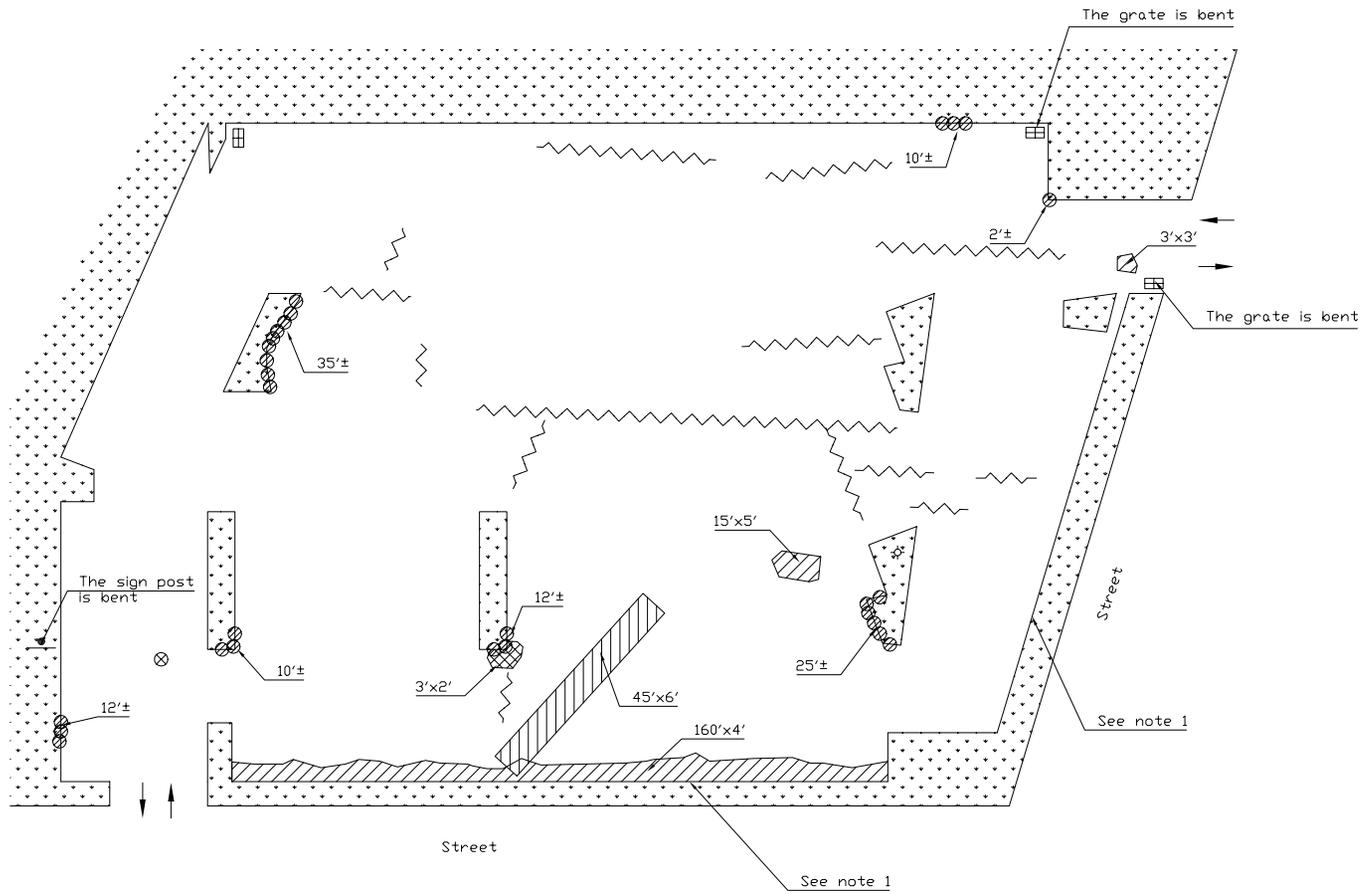
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Quadrant VI (Lot 1A) Plan
Date: 2/10/02



- Legend:
- Crack
 - Grass
 - Sidewalk
 - Sanitary Manhole
 - Drain
 - Pothole
 - Cracked, Spalled, or Missing Curb
 - Light

NOTES:
 1. There are ten areas (4'x4' each) that are missing asphalt.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station
Quadrant VII (Lot 2) Plan
Date: 2/10/02



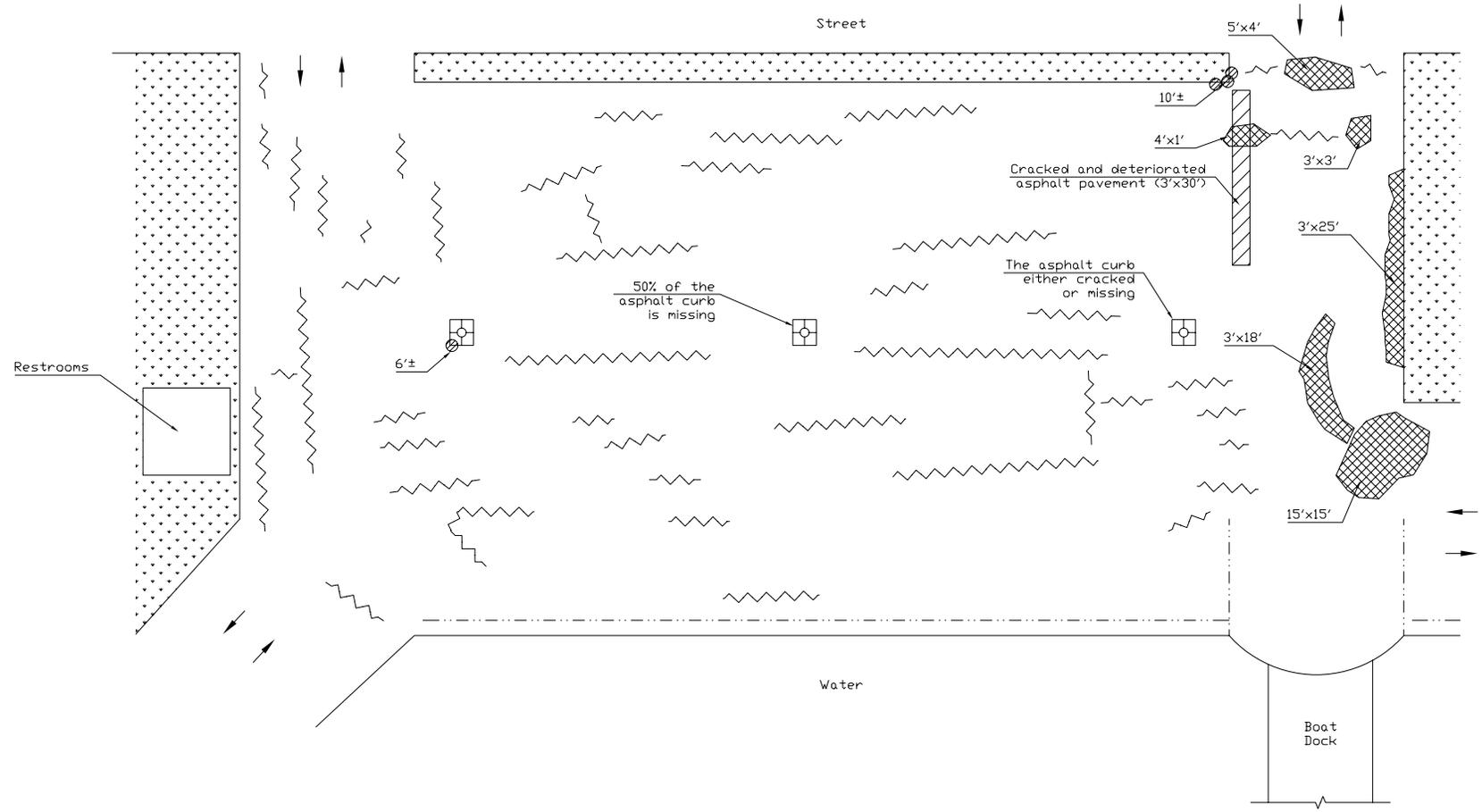
Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Map Cracking
- Uneven driving surface with cracks
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Pothole
- Cracked, Spalled, or Missing Curb
- Light
- Sign

NOTES:

1. The curb is cracked, spalled, or missing (240'±).
2. The asphalt pavement is cracked 500'± in addition to the map cracking, and uneven driving surface with cracks.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station Quadrant VIII (Lot 1B) Plan
Date: 2/10/02



- Legend:
- Guardrail
 - ~~~~~ Crack
 - ▨ Map Cracking
 - ▤ Grass
 - ⊗ Cracked, Spalled, or Missing Curb
 - ⊕ Tree and landscape

NOTES:
 1. In addition to the isolated map cracking, the asphalt surface is cracked 700'±.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Cos Cob Station
Quadrant IX (Lot 1) Plan
Date: 2/10/02

STATION: Cos Cob

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 33 OF 64

INSPECTORS: RGW

DATE: 2/10/02

RATINGS		PHOTO NO.	REMARKS:
NEW	PREV		
2		24	All Spans (both platforms) 2 - The railing base plate is rusted and deteriorated
3		25	Span VIII (S-platform) 5 - The is a concrete crack on the top of the platform
3		26	Spans VI-VII (N-platform) 14 - The canopy framing elements are rusted
3		27	All Spans (S-platform) 15 - The edge of the double tee is spalled
3		28	Span VIII (S-platform) 15 - The base of the double tee is spalled with exposed steel in an isolated area
2		29	All Spans (both platforms) NA - The base plates for the double tee are rusted and deteriorated
3		30	Quad I-III, VI Surface - There are cracks in the asphalt pavement
2		31	Quad I Sidewalk - The asphalt sidewalk is cracked and has an uneven walking surface
3		32	Quad I, VIII Drain - The grate of the drain is bent
2		33,36	Quad I Curb - The curb is missing, or damaged throughout the Quadrant
3		35	Quad II Curb - There is an isolated area where the block curb was missing
2		36	Quad III Curb - There are multiple location where the asphalt curb is missing or damaged
2		37	Quad IV Surface - There is an uneven alignment in the asphalt pavement

Cos Cob Station

Description	Units	Quantity	Price / Unit	Total Cost
Replacing asphalt sidewalk				
-Remove asphalt (6")	yd ³	7.00	\$30.00	\$210.00
-Installing asphalt (6" layer)	yd ²	42.00	\$25.00	\$1,050.00
Replacing asphalt pavement (potholes, ponding of water, map cracking, and uneven driving surface with cracks)				
-Remove asphalt	yd ³	142.00	\$30.00	\$4,260.00
-6" asphalt top course and binder course	yd ²	393.00	\$25.00	\$9,825.00
-7" aggregate base	yd ³	77.00	\$20.00	\$1,540.00
Fill in asphalt cracks	ft	3200.00	\$2.00	\$6,400.00
Remove and install curb	ft	1000.00	\$100.00	\$100,000.00
Repair spalled concrete	ft ²	30.00	\$40.00	\$1,200.00
Misc (clean and paint structural steel)	LS	-	-	\$5,000.00
Misc (fence, signs, etc.)	LS	-	-	\$1,000.00
Replace platform light pole (pole only)	Each	3.00	1795.00	\$5,385.00
Replace platform canopy luminaires	Each	4.00	700.00	\$2,800.00
Repair/Replace platform receptacles	Each	10.00	50.00	\$500.00
Replace platform lighting conduit/conduit fittings				
-fittings	Each	10.00	75.00	\$750.00
-conduit	Each	500.00	10.00	\$5,000.00
-type XHHW conductors	Each	2000.00	0.50	\$1,000.00
Installation of grille	LS	-	-	\$400.00
Repair platform downspout	LS	-	-	\$300.00
Repair building downspout	LS	-	-	\$300.00
Mobilization / Demobilization (10%)				\$14,692.00
Sub-total				\$161,612.00
Contingency (20%)				\$32,322.40
Grand Total				\$193,934.40
Say				\$194,000.00

Lease Narrative and Synopsis

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Urbitran Associates, Inc.

Urbitran Associates

**RAILROAD LEASE AGREEMENT
NARRATIVE**

STATION NAME: **Old Greenwich/Riverside/Cos Cob**
STATION OWNER: State of Connecticut Department of Transportation (DOT)
LESSEE: Town of Greenwich

The Lease Agreement dated August 25, 1998 (the "Lease"),] between the State of Connecticut DOT (the "State" or the "Lessor") and the Town of Greenwich provides for the lease of six parcels of land in the Town of Greenwich, Connecticut. The aggregate lease area is 20.22 acres, more or less. The lease covers two parcels of land at each of the following three MetroNorth stations: Old Greenwich, Riverside and Cos Cob.

The term of the lease, which began on April 1, 1998 and ends on March 31, 2008, is ten years. Lessee has the right to renew for one (1) additional ten (10) year period.

Lessee pays no annual fee to the State, but is required under the Lease to establish a separate account (the "Reinvestment Fund") to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking and rail station services. All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the leased properties (including accrued interest), minus mutually agreed upon operating and maintenance expenses, must be deposited annually into the Reinvestment Fund.

Lessee's duties under the Lease include day-to-day maintenance of the leased property, including, but not limited to, general repairs, snow removal, trash removal and security of all stations, platforms, railings, stairs, ramps and parking lots. The State's duties are explained with less specificity. Under the Lease, the State retains sole responsibility for maintaining all structural renovations and/or repairs. Where provision is not made in the Lease concerning the duties of the parties with respect to the parking lot, the Lease is supplemented by and made subject to each specification and covenant, unless specifically deleted therefrom, contained in the "Standard Railroad Lease Specifications & Covenants," dated October 1, 1997.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Old Greenwich Station/Cos Cob Station/Riverside Station
Lease Agreement(s) Reviewed	Lease Agreement dated 8/25/98
Station Owner	State of Connecticut Department of Transportation (the " <u>State</u> ")
Lessee	Town of Greenwich
Agreement Number	10.09-04(97)
Effective Date of Lease	4/1/98
Term	10 years
Number of Renewal Periods	1 (at Lessee's option)
Renewal Period	10 years
Number of Lessee Renewals Executed in Prior Years	0
Number of Renewals Remaining	1
Expiration Date of Lease	3/31/08
Recorded?	Volume 3149, Page 297
Number of Parcels	6 (2 at Old Greenwich Station; 2 at Cos Cob Station; and 2 at Riverside Station)
Total Acreage	20.22 acres
How Is Revenue Earned?	Rail parking revenue and revenue from rail-related leases
Are Separate Funds Accounts Required?	Yes. Lessee shall establish a separate account to accrue surplus funds (the " <u>Reinvestment Fund</u> "). All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the properties described in the Lease (including accrued interest), minus mutually agreed upon operating and/or maintenance expenses, shall be deposited annually into the Reinvestment Fund.
Allowable Direct Costs in Calculating Surplus	Improvement and maintenance of rail station building(s), rail station parking and rail station services.

Allowable Indirect Costs in Calculating Surplus	Not specified.
Is Surplus Deposited in Capital Fund?	Yes
Is Surplus Shared with the State?	Yes
How Often is Surplus Shared?	At the end of each five (5) year period of the initial term and the one (1) renewal period thereafter, if any, the State shall be entitled to withdraw fifty percent (50%) of the surplus for use on other New Haven Line projects.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Lessee must submit statement(s) of gross revenue to the State within ninety (90) days following the end of each year of the specified term of the Lease or any renewal period(s) thereafter, or other termination of the Lease.
Is Annual Budget Required?	No
Is Repayment of Debt Service Required?	No
Monthly Debt Repayment Amount	n/a
Does State Pay Lessee a Fee?	No
Amount of Fee Due Lessee	n/a
<u>INSURANCE COVERAGE:</u>	
Property Damage Insurance	Lessee shall carry Railroad Protective Liability Insurance for and on behalf of the railroad company as named insured, and the State and Lessee as named additional insureds, providing for coverage limits of (1) not less than Two Million Dollars (\$2,000,000) for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or injury to or destruction of property; and (2) an aggregate limit of Six Million Dollars (\$6,000,000) for all injuries to persons or property during the policy period.
Bodily Injury Coverage	See above

Other Required Coverage	n/a
Voluntary Coverage	n/a
Is Lessee Self Insured?	
Is Certificate of Coverage on File?	
State Held Harmless?	Yes
Lessee Waives Immunity	Yes
<u>MAINTENANCE:</u>	
Enhance Aesthetic Appearance	Lessee
Not Erecting Signs on Premises	Lessee
Surface Grade Land	Lessee
Install and Maintain Fencing	Lessee
Install Suitable Drainage	Lessee
Ice Snow Control of Sidewalks	Lessee
Install and Maintain Electrical Systems for Lights	Lessee
Sweeping and Cleaning Litter	Lessee
Station Structures	Lessee
Platform Gutters	Lessee
Fences	Lessee
Signs	Lessee
Drains	Lessee
Platform Lights	Lessee
Equipment	Lessee
Electric and Mechanical Systems	Lessee
Live Rail Facilities	State

Platforms	Lessee
Railings	Lessee
Stairs	Lessee
Platform Shelters	Lessee
Platform Canopy	Lessee
Tunnels	Lessee
Parking Lots	Lessee
<u>PARKING:</u>	
Parking Fees	Where there is a charge for parking, the minimum annual parking fee per vehicle is \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee. Lessee has the right to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s).
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Water	Lessee
Electricity	Lessee
Other Public Utilities	Lessee
Gas	
Sewer	
Owens Title to Property	State
Owens Title to Capital Improvements	State
Is Subleasing Allowed?	Not without prior written approval of the State and the appropriate Federal Regulatory Agency
Can Lease be Sold or Assigned?	Not without prior written approval of the State and the appropriate Federal Regulatory Agency
Is Security Bond Required?	No

If so, the Amount	n/a
<u>OTHER:</u>	
Termination	The State may terminate this Lease upon one year's notice to the Town for reasons of default or if the property is needed for transportation related purposes.
Is there a Lease to CT Transit?	No
Employment/Non Discriminatory Requirement	Yes
Miscellaneous	Lease is made subject to "Standard Railroad Lease Specifications & Covenants" dated 10/1/97

Station Operations Review

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Chance Management

Under Contract to
Urbitran Associates, Inc.

GREENWICH

Cos Cob, Old Greenwich, Riverside, and Greenwich Stations

Greenwich Station, the largest of the stations located in the Town, is privately owned and its corresponding garage is privately owned, with the ground floor assigned for rail parking. There are a number of town-owned surface lots located near Greenwich Station. These lots are designated for commuters and are operated, enforced, and maintained by the Town of Greenwich. These town-owned lots have no relation with the State and there are no leases regarding the ownership of the lots.

There are three other smaller stations within the Town of Greenwich in Cos Cob, Old Greenwich and Riverside. The lots that correspond to the stations are designated for railroad commuters and are also operated by the Town of Greenwich.

Agreements

The Town of Greenwich leases the Cos Cob, Old Greenwich and Riverside lots from the State. The Town is responsible for general and preventative maintenance for the lots. The State is responsible for all structural renovations and repairs, but there is no specific allocation of responsibility regarding the parking lots. The Town maintains and operates the lots.

A private company is contracted for landscaping and landscaping maintenance of the State-owned lots. Fannochi Brothers, a private company, has a contract with the Town to provide trash removal for the Cos Cob, Old Greenwich, and Riverside Stations and respective parking lots.

The State has absolutely no role in the privately owned and operated Greenwich Station. Albert B. Ashforth owns and operates the station. This private entity leases "Greenwich Plaza," the garage located below Greenwich Station, to the Town of Greenwich. A formal lease between Albert B. Ashforth and the Town of Greenwich was not available. There is also no State involvement with the town-owned surface lots located near Greenwich Station.

Organizational Structure

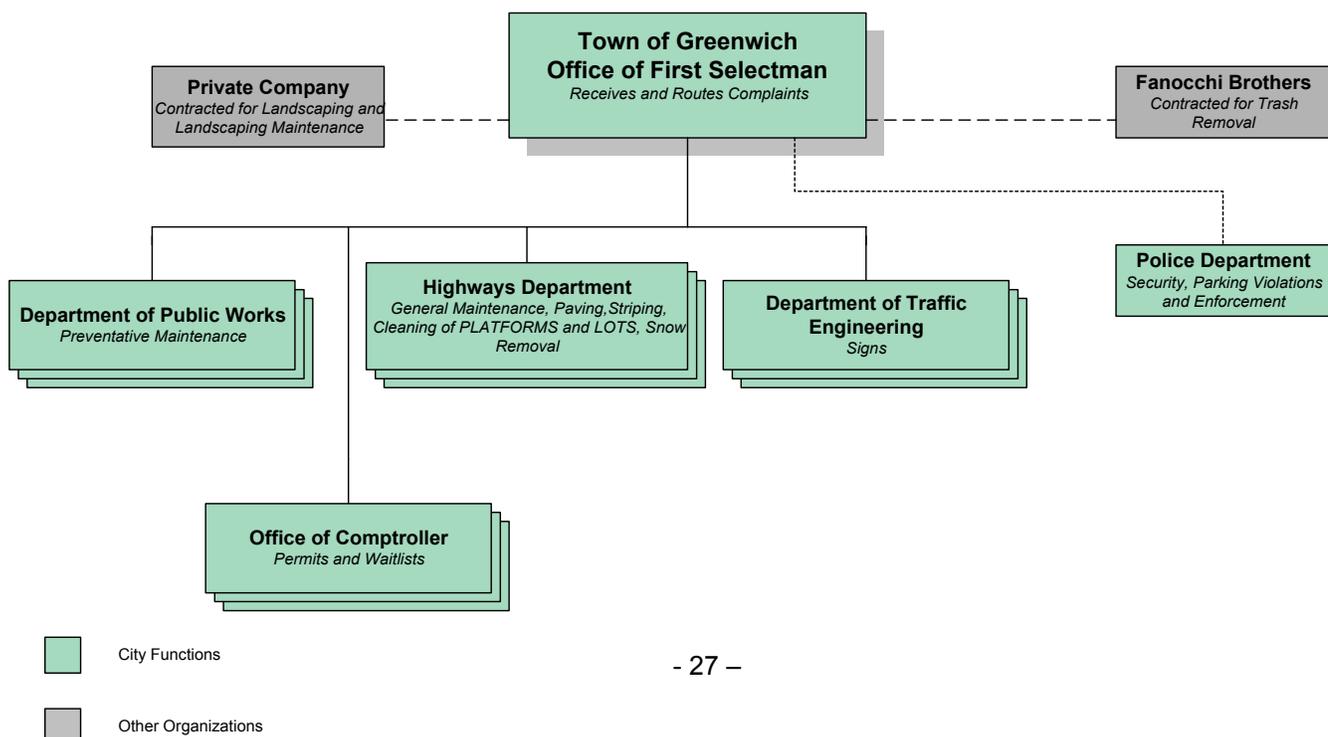
The Office of the First Selectman is the authority of the operations of the three stations and lots (Cos Cob, Riverside, and Old Greenwich). Fannochi Brothers and the private landscaping company indirectly report to the Office of the First Selectmen. The Police Department informally reports to the Office of the First Selectman. Employees of the Department of Public Works, the Office of the Comptroller, the Highways Department and the Department of Traffic Engineering report directly to the Office of the First Selectman with issues regarding the lots at Cos Cob, Riverside, and Old Greenwich stations. This is slightly different than the organization of the Greenwich Station lots, even those parcels owned by the Town. The lots surrounding the Greenwich Station are part of the Parking District, and therefore have a different organizational structure for operations and management.

Greenwich Station, itself, is owned and operated by Albert B. Ashforth. The parking garage located below the station is leased by the Town of Greenwich. The Office of the Comptroller, the Highways Department, and the Traffic Engineering Department report to the Town of Greenwich's Parking District. There is not a formal link between the Parking District and Albert B. Ashforth. However, there is most likely a working relationship between the two entities. This relationship would be best illustrated through the lease agreement that was not available. The Department of Public Works and the Police Department indirectly report to Albert B. Ashforth.

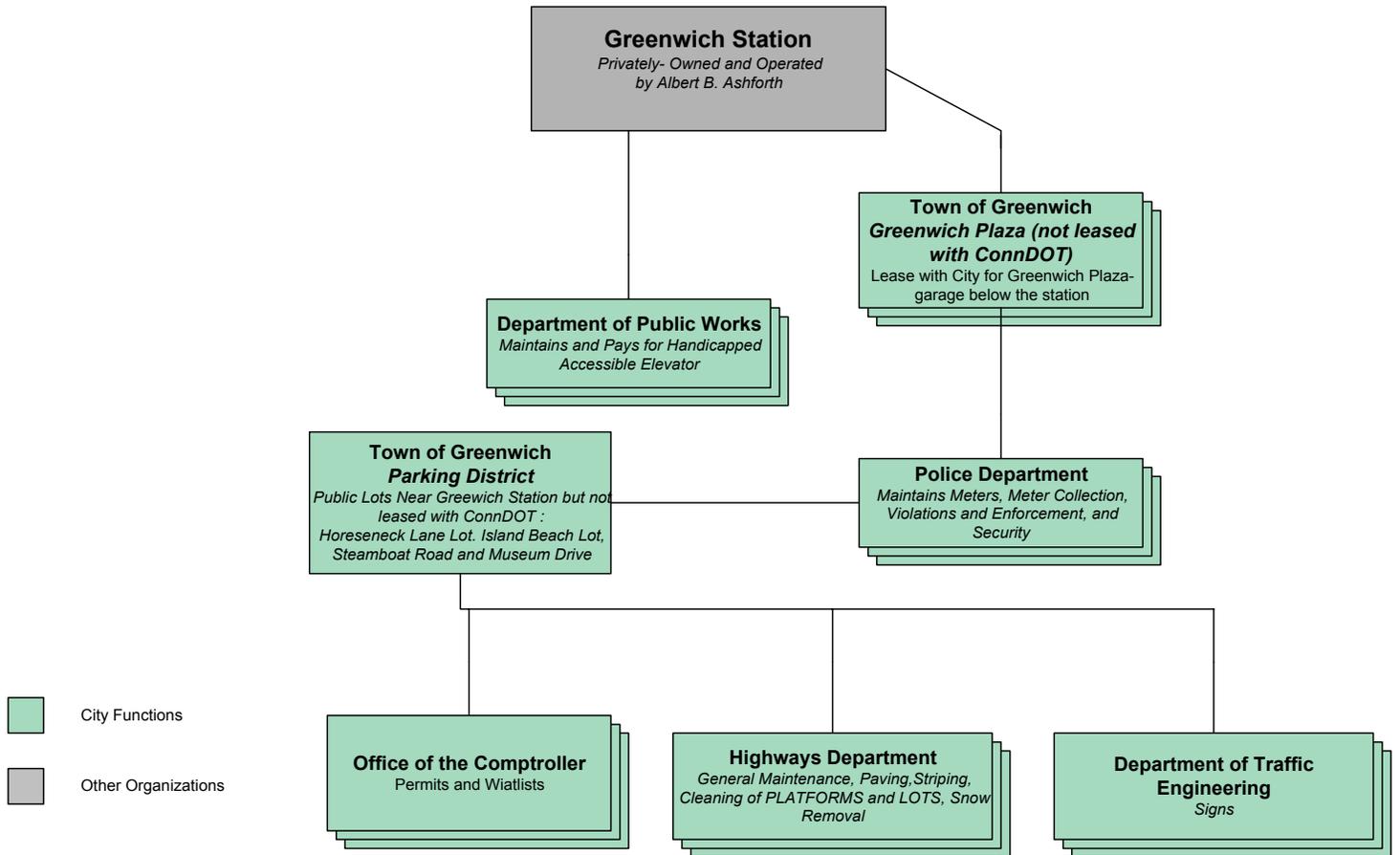
The Town-owned surface lots are operated by the Town of Greenwich. The State has no role with the lots and garage at Greenwich Station. As with the Greenwich Plaza parking garage, these lots have a similar organizational structure, minus the private entity.

Neither the Town of Greenwich nor the Parking District provided organization charts for the operations and maintenance of the four stations and parking lots located within Greenwich. The organization charts below were developed from data gathered from Town employees and administrators. The first chart represents the organization of operations for those stations and lots located outside of the Parking District: Cos Cob, Riverside and Old Greenwich. The second chart illustrates the operations of the surface lots located near Greenwich Station and the garage that is located below Greenwich Station.

Old Greenwich, Cos Cob, and Riverside Stations



Greenwich Station



Operating Procedures

At Cos Cob, Riverside and Old Greenwich stations, the authority is the Office of the First Selectman. Private companies are contracted for landscaping and trash removal. The Department of Public Works provides preventative maintenance while the Highways Department performs general maintenance (such as snow removal, paving, striping, cleaning, et cetera). The Department of Traffic Engineering provides wayfinding signs and the Office of the Comptroller provides permits and monitors the parking waitlist. The Police Department provides security and performs parking enforcement and violations.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	Highways Department
Daily Maintenance	Department of Traffic Engineering, Highways Department and private company contract for trash removal
Preventative Maintenance	Department of Public Works
Landscaping	Private company contract
Security	Police Department
Customer Service	Office of First Selectman
Tenant Performance	N/A
Parking Enforcement	Police Department
Parking Fees and Permits	Office of the Comptroller
Parking Operation Maintenance	Highways Department

The Greenwich Station operates differently from the other three publicly operated stations in Greenwich. Albert B. Ashforth is responsible for the operations of the station itself. The Department of Public Works maintains the handicapped accessible elevator in the station. However, the Town of Greenwich's Parking District monitors the operations of the public lots. The Police Department provides security and enforcement for all lots and the privately owned garage. The Office of the Comptroller offers permits and maintains the parking waitlist for the lots surrounding Greenwich Station and the Greenwich Plaza Garage. The Highways Department provides general maintenance and the Department of Traffic Engineering provides signs for the lots.

Procedure	Responsible Party
Opening and Closing of Station	Albert B. Ashforth
Housekeeping Inside Station	Albert B. Ashforth
Housekeeping Outside Station	Albert B. Ashforth
Daily Maintenance	Albert B. Ashforth
Preventative Maintenance	Albert B. Ashforth
Landscaping	Albert B. Ashforth
Security	Police Department
Customer Service	Albert B. Ashforth
Tenant Performance	Albert B. Ashforth
Parking Enforcement	Police Department
Parking Fees and Permits	Office of the Comptroller
Parking Operation Maintenance	Department of Public Works, Highways Department, and Department of Traffic Engineering

Station Financial Review

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Seward and Monde

Under Contract to
Urbitran Associates, Inc.

OLD GREENWICH, RIVERSIDE AND COS COB FINANCES

ACCOUNTING ENTITY / BASIS

The Parking Fund is used by the Town of Greenwich to account for both State leased property and Town owned property used for railroad parking at these three stations. Any operating surplus is allocated to the State leased based on the percentage State-owned parking spaces to the total parking spaces for the combined stations. The cash basis of accounting was used to report the operations of these properties to the State. It should be noted that the Town also reports its operations in its annual government-wide financial statements as an enterprise fund that differs from the special report submitted to the State in that the enterprise fund accounting is on the accrual basis.

FINANCIAL REPORTING TO STATE

The Town submits an annual audited report to the State covering the lease operations at Old Greenwich, Cos Cob and Riverside stations. For 1997 and prior years the reporting covered the calendar year, subsequently the reports were converted to a June 30th fiscal year end. The reporting period has been converted to a June 30th fiscal year end for comparison to other stations in this report

Financial measurements such as unit values for revenues or costs per space, etc. and units further broken down for each lot, is not required by the lease and not included with the financial information.

REVENUES

Annual parking permits and one-day parking fees are the main sources of revenue. The Town also reports some rental income.

Parking Revenue Accounting - the Town's finance department accounts for Permit fees. A "transmittal form" is used to identify the property where the permit is used (town verses State – owned). An application/data base system is used to account for permit issuance and collection. The police department accounts for one-day fees. A mail-in ticketing system is used to issue and collect one-day fees. Enforcement officers ticket vehicles using a computerized hand-held device that dispenses pre-numbered tickets. Information is downloaded from these devices into a database that also provides information on outstanding unpaid tickets. The enforcement officers can utilize this information for on the spot notification of delinquencies. Violation tickets are issued fro-delinquent parkers.

EXPENSES

Repairs and Maintenance expenses represent expenses paid to the Town for services rendered by the Town's public works department.

Generally Classified Expenses include certain costs allocated by the Town for indirect departmental support of the railroad parking operations and the Town's allocable share of net profits based on Town-owned parking spaces.

Metro-North and ConnDOT – The State also incurs station expenses through its service agreement with Metro-North / Metropolitan Transit Authority. These expenses are accounted for by Metro-North and included in the charge to the State. The expenses generally relate to maintaining the platform at each station.

The finances of the local government however do not include the station expenses paid by the State to Metro-North under the separate service agreement. These expenses include various maintenance responsibilities related to the stations and especially the platform area. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North also is responsible to maintain any ticketing area on railroad property. Such costs have been identified and included in the financial presentation.

The Metro-North service agreement also provides that the State pay for the allocated cost of station maintenance forces. These allocated indirect costs have not been included in the financial presentation.

The local government is not in direct control of the services rendered by Metro-North. These services are controlled by the service agreement. The service agreement is outside of the State lease agreement with the local government

ConnDOT also incurs expense for its administrative oversight of the operating leases and the physical properties. These expenses were not compiled or presented in the financial presentation.

EXPENSE ALLOCATION

The allocation of indirect expenses is a financial issue that would apply to most of the State lease agreements where the local government has determined that administrative charges are warranted and come under the "mutually determined charges" clause of the lease agreements. The lease is not clear as to exactly what charges are allowable. The allocations generally result from common costs such as administrative expenses or departmental expenses that do not exclusively service the railroad properties but service a number of funds and functional activities. The reasonableness or propriety of the allocation and method was not evaluated to determine if such costs were actually incremental or simply attributed to the leased property under a full absorption costing methodology.

PROFITABILITY / ACCUMULATED SURPLUS

The five-year period showed annual net profits and an accumulated surplus at June 30, 2000 of \$1,318,325 in the "reinvestment fund". The profits were sufficient to also cover Metro-North station expenses.

The balance at June 30, 2000 does not reflect an allocation of investment income to the "reinvestment fund." The fiscal 2001 report included three years of interest from July 1, 1998 to June 30, 2001.

SPECIAL REQUIREMENTS – SURPLUS/RESERVE/DEFICIT

The lease agreement does not specifically address the administration or funding of any deficit resulting from the State properties managed by the local government.

CAPITAL PROJECTS

During the five-year period, the only capital outlay reported by the Town was a charge against operations for the replacement of lighting fixtures at all three stations.

FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY

A parking inventory and utilization report is presented separately as Task 2 in this study. The financial presentation herein and the parking inventory cover both the Town's and State-owned parking spaces at all three stations. As noted above, the Town's share of net income has been recorded among "Generally classified expenses" in order to derive net income available to the State.

OLD GREENWICH / RIVERSIDE / COS COB RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
REVENUES								
PARKING	\$ 343,907	\$ -	\$ 343,907	99.8%	\$ 335,408	\$ -	\$ 335,408	99.7%
RENTS	805	-	805	0.2%	910	-	910	0.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 344,712</u>	<u>\$ -</u>	<u>\$ 344,712</u>	<u>100.0%</u>	<u>\$ 336,318</u>	<u>\$ -</u>	<u>\$ 336,318</u>	<u>100.0%</u>
STATION PLATFORMS AND PARKING EXPENSES								
REPAIRS AND MAINTENANCE	\$ 80,781	\$ 35,252	\$ 116,033	58.9%	\$ 91,742	\$ 24,485	\$ 116,227	207.2%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS (RECOVERY)	-	(9,953)	(9,953)	-5.0%	-	(148,421)	(148,421)	-264.7%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	86,718	4,354	91,072	46.2%	85,124	3,151	88,275	157.4%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 167,499</u>	<u>\$ 29,653</u>	<u>\$ 197,152</u>	<u>100.0%</u>	<u>\$ 176,866</u>	<u>\$ (120,785)</u>	<u>\$ 56,081</u>	<u>100.0%</u>
NET PROFIT (LOSS)	<u>\$ 177,213</u>	<u>\$ (29,653)</u>	<u>\$ 147,560</u>		<u>\$ 159,452</u>	<u>\$ 120,785</u>	<u>\$ 280,237</u>	
LOCAL GOVERNMENT'S RAILROAD FUND								
ACCUMULATED SURPLUS (DEFICIT)	\$ 780,547				\$ 940,000			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>\$ 780,547</u>				<u>\$ 940,000</u>			
STATE'S AVAILABLE SHARE @ 50%	<u>\$ 390,274</u>				<u>\$ 470,000</u>			

OLD GREENWICH / RIVERSIDE / COS COB RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 303,782	\$ -	\$ 303,782	99.7%	\$ 270,233	\$ -	\$ 270,233	99.7%
RENTS	887	-	887	0.3%	793	-	793	0.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 304,669</u>	<u>\$ -</u>	<u>\$ 304,669</u>	<u>100.0%</u>	<u>\$ 271,026</u>	<u>\$ -</u>	<u>\$ 271,026</u>	<u>100.0%</u>
 <u>STATION PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ 103,002	\$ 46,579	\$ 149,581	62.7%	\$ 113,052	\$ 24,370	\$ 137,422	69.6%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	550	550	0.2%	-	(9,762)	(9,762)	-4.9%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	77,300	10,991	88,291	37.0%	66,206	3,526	69,732	35.3%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 180,302</u>	<u>\$ 58,120</u>	<u>\$ 238,422</u>	<u>100.0%</u>	<u>\$ 179,258</u>	<u>\$ 18,134</u>	<u>\$ 197,392</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ 124,367</u>	 <u>\$ (58,120)</u>	 <u>\$ 66,247</u>		 <u>\$ 91,768</u>	 <u>\$ (18,134)</u>	 <u>\$ 73,634</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 1,064,439				\$ 1,156,207			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>\$ 1,064,439</u>				<u>\$ 1,156,207</u>			
 <u>STATE'S AVAILABLE SHARE @ 50%</u>	 <u>\$ 532,220</u>				 <u>\$ 578,104</u>			

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Construction Inspection
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Transit Services
Structural Engineering

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